



KK220 Establishing and Managing Budgets



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KK220 Establishing and Managing Budgets

Course Overview

The Commitment Control module in GEARS allows you to control transactions against predefined approved budgets. Commitment Control is used to create, track, adjust, and monitor expenses against control budgets. The Judiciary uses tracks budget activity for Operating budgets and for Capital Project and Grant (Project-Grant) budgets in Commitment Control.

The KK220 Establishing and Managing Budgets course focuses on the establishment and management of Judiciary Operating budgets. The PC210 Creating and Managing Capital Projects and GR210 Managing Grant Awards courses discuss the establishment and management of Project-Grant budgets.

Course Outline

The following course sections and lessons provide information and step-by-step procedures used to establish, manage and track Judiciary Operating budgets in Commitment Control:

- Course Audiences and Pre-requisites
- Lesson 1: Understanding the Budget Management Process
- Lesson 2: Establishing Operating Budgets in Commitment Control
- Lesson 3: Generating a Budget Request for the HOBO Interface
- Lesson 4: Entering Budget Amendment, Adjustments and Transfers
- Lesson 5: Managing Budgets
- Lesson 6: Reviewing Budget Reports and Inquiries
- Course Summary



Course Audiences and Prerequisites

Audience(s)

The Judiciary audiences for this course are:

- District Court Headquarters
- Department of Budget and Finance Budget and Reports

GEARS Role(s):

This course is intended for Judiciary employees with the following GEARS role(s):

KK Budget Manager

Prerequisites:

The recommended prerequisites for this course are:

- INT100 Introduction to GEARS
- KK100 Understanding GEARS Commitment Control for Managing Budgets

Lesson 1: Understanding the Budget Management Process

Lesson Overview

The *Understanding the Budget Journals* lesson reviews budget journals and understanding budget statuses in GEARS.

Lesson Objectives

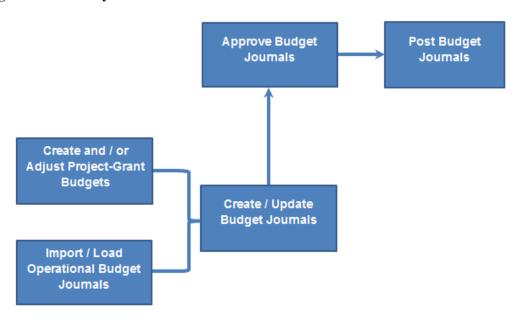
After completing this topic you will be familiar with:

- Understanding budget journals
- Understanding budget journal entry process
- Understanding budget journal statuses

GEARS Commitment Control will manage operating and Project-Grants budgets. Budget journals are used to establish budgets or update existing budgets. Operating budgets are loaded by the **DBF Budget Analyst**, using a spreadsheet upload process. Project-Grant budgets are established in **Project Costing** and loaded into Commitment Control. These processes generate the budget and automatically establish budget journals. If needed, the appropriate GEARS user(s) updates the budget journals online.

The diagram and table below highlights the process for establishing, updating, approving and posting budget journals.

Budget Journal Entry Process





Process	Description
Establish Budgets a. Import / Load Operational Budget Journals	1a. The DBF Budget Analyst loads the appropriated funds into GEARS using a spreadsheet upload process.
b. Create and / or Adjust Project-Grant Budgets	1b. Project-Grant budgets are created in Project Costing by the Grant Principal Investigator or PC Project Manager. The budgets are finalized and loaded by a process that verifies the parent budget and creates the budget at the project level in Commitment Control.
Create / Update Budget Journals	The authorized GEARS user(s) enters or updates budgets manually, if necessary.
	Budget transfers will be performed by authorized GEARS users, including DBF and non-DBF employees. Budget transfers are performed at the account (sub-object) level. (NOTE: Operational budgets ONLY)
3. Approve Budget Journals	There are two levels of approval for budget journals, (1) the non-DBF court approval and (2) DBF approval.
	Budget transfers will be entered by Budget Analysts and approved by the local Budget group supervisor.
4. Post Budget Journals	Budget journals have to be posted to the appropriate ledger (e.g., Operating Detail Budget Ledger or Grants/Capital Projects Ledger). The Post Budget Journals process allows authorized GEARS users to post the journals. Posting can be done online or through a batch process.



1.1 Understanding GEARS Commitment Control Budgets

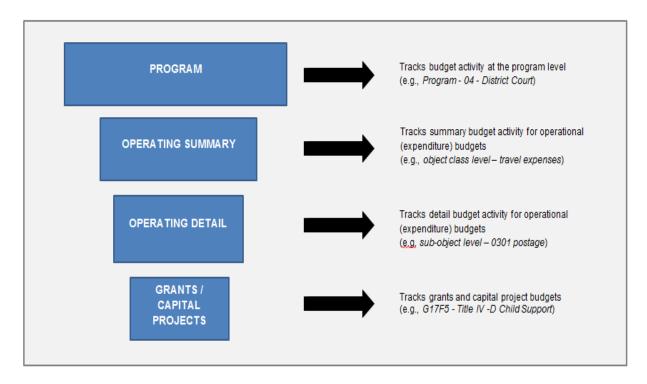
The Commitment Control module in GEARS is used for enforcing budget control over the Judiciary's spending. Using this module, the Judiciary can define budgets for various categories of their spending and track each spending transaction against available budget amounts. Commitment Control impacts the Purchasing, eProcurement, and Accounts Payable, which are responsible for creating transactions for spending.

By establishing and tracking spending and by checking these amounts against budgets, the Judiciary can readily report on and control future spending.

Budget Ledger Groups

Commitment Control includes multiple ledgers to collect budget-impacting transactions for Operating and Project budgets. A Ledger is set of posted balances for a budget. GEARS General Ledger and Commitment Control support detail and summary ledgers.

The Judiciary uses four ledger groups to track budget activity, including the establishment, adjustment, and spending of appropriated funds. The diagram below lists each ledger group and describes it's function.





Budget Ledgers

Budget-impacting transactions flow into Commitment Control through source transactions that update ledger balances. Each ledger group contains sub-ledgers (ledgers), which track budget activity. As money is spent, you can track remaining balances for a budget.

The table below lists the four budget ledgers in a ledger group.

Ledgers	Description
Budget	The amount you are able to spend for different accounts/sub-object classes (e.g., 0301 - Postage, 0400 - Travel, 0302 - Telephone, 1299 - Grants, Subsidies & Contributions).
Pre-Encumbrance	Amount that you can expect to spend, but which you have no legal obligation to spend. A requisition is a pre-encumbrance transaction.
Encumbrance	Amount that you have a legal obligation to spend in the future. Issuance of a purchase order to a vendor is an encumbrance transaction.
Expense	Amount that you are obligated to pay a vendor. An invoice (voucher) received from a vendor is an expense transaction.

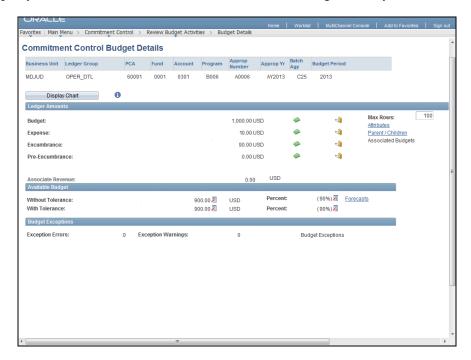
After completing this topic you will be familiar with:

• Commitment Control budgets and how to track spending



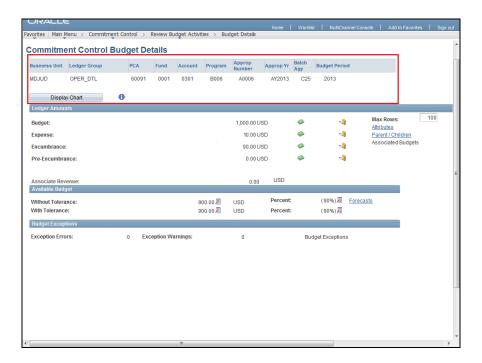
Procedure

In this topic, you will learn how commitment control tracks budget activity.



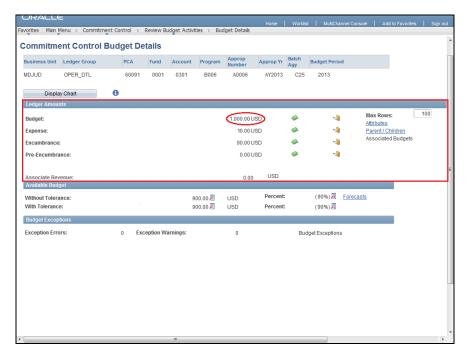
Step	Action
1.	The Commitment Control Budget Details page displays the budget and tracks
	spending for a chosen chartfield combination.





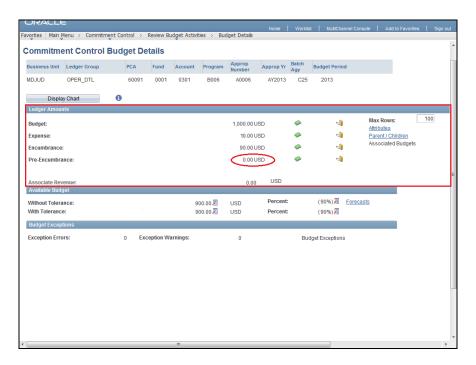
Step	Action
2.	The highlighted section of the Commitment Control Budget Details page displays chartfield information for the budget you are tracking.
	In this example, the Operating Detail Ledger Group is being reviewed. The postage budget (account/sub-object = 0301) for PCA 60091, AOC Department of Finance is displayed.





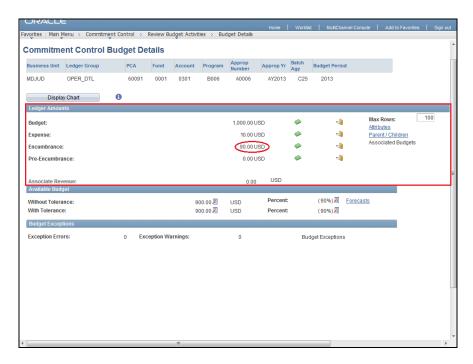
Step	Action
3.	The Ledger Amounts section displays the amount in each of the OPER DTL ledger group's four ledgers. It shows the budget amount established for the PCA sub-object (account) and tracks spending.
	Budget - reflects the budget amount established with budget journals. Expense - reflect all vouchers against this budget. Encumbrance - represent all Purchase orders against this budget Pre-Encumbrance - represent requisitions against this budget.
	Using the example displayed, the total budget amount established for postage is \$1000.00.





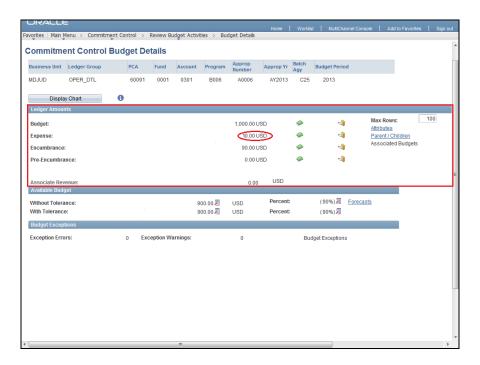
Step	Action
4.	The Pre-Encumbrance field shows the total "open" amount for all requisitions that reference the budget shown. Once purchase orders are created, this amount decreases for the amount of the purchase order.
	In this example, there are no "open" pre-encumbrances, therefore, the amount displayed is \$0.00.



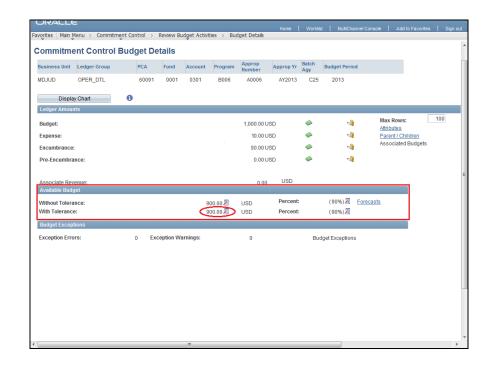


Step	Action
5.	The Encumbrance field shows the total "open" purchase order amounts for the budget shown. As vouchers (invoices) are created against the purchase order, the amount decreases for the amount of the voucher. In this example, the "open" encumbrance amount is \$90.00.



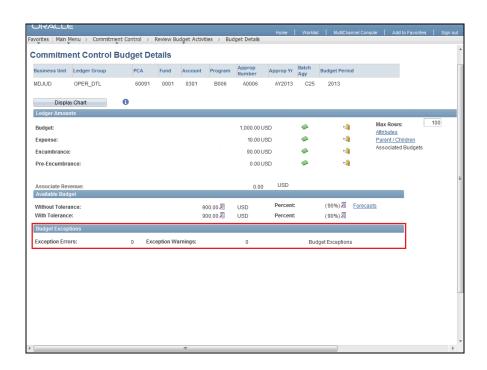


Step	Action
6.	The Expense field shows the total amount of vouchers created that reference the budget shown.
	In this example, the amount to be paid to the vendor is \$10.00.





Step	Action
7.	The Available Budget section displays the amount available to spend. This amount updates as transactions are processed in the system.
	NOTE: The Maryland Judiciary does not allow overspending at the Program level. The amounts shown in the With and Without Tolerance fields will always be the same.



Step	Action
8.	The Budget Exceptions displays alerts that occur when budget transactions exceed the available budget amount.
9.	You have successfully completed the <i>Understanding the Commitment Control Budgets</i> topic. You have learned how to: - Review Commitment Control budgets - Track spending End of Procedure.



1.2 Reviewing the Budget Creation Process for Operating Budgets

In this topic, we will discuss how Operating budgets are created and updated in **Commitment Control**.

After completing this topic you will be familiar with:

- Understanding how operational budgets are created
- Commitment Control budget journals
- The process for creating budgets
- The process for adjusting/transferring funds

A **budget journal** is used to create a budget. Establishing a new budget and making budget changes in GEARS requires the creation of a budget journal. The budget is created at the PCA, sub-object level. Budget journals and adjustments are made by Department of Budget and Finance (DBF).

Budget journals are also used to transfer funds within PCA's at the Chartfield level (sub-object level). These budget transfers are created by GEARS users, including DBF and non-DBF Judiciary employees.

Budget Creation/Adjustment Process Overview





Process	Description
Create/Adjust Operational Budgets	Operational budgets are created and/or adjusted in GEARS Commitment Control by DBF Budget Analyst during the fiscal year.
	Budget transfers are performed at the account (sub-object) level by GEARS users, including DBF and non-DBF employees.
Approve Operating Budget Adjustment or Transfer	There are two levels of approval for budget journals, (1) the non-DBF court approval and (2) DBF approval.
	Budget transfers will be entered by Budget Analysts and approved by the local Budget group supervisor.
3. Post Commitment Control Budget Journals	Budget journals have to be posted to the appropriate ledger (e.g., Operating Detail Budget Ledger or Grants/Capital Projects Ledger). The Post Budget Journals process allows authorized GEARS users to post the journals. Posting can be done online or through a batch process.



1.3 Reviewing Budget Journals

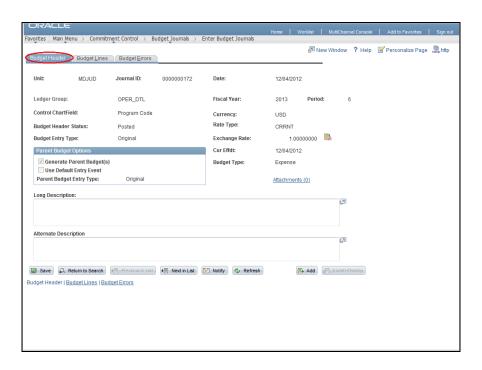
When budget journals are established, information about the budget is recorded on the budget header and budget lines. The journal header stores high-level information about the journal, including journal ID, journal date, journal status, etc. The journal lines contain the budget to which you are posting funds (e.g., PCA, Fund, Account, Program, Appropriation Number, Appropriation Year) and the budget amount.

After completing this topic you will be familiar with:

• The components of a budget journal

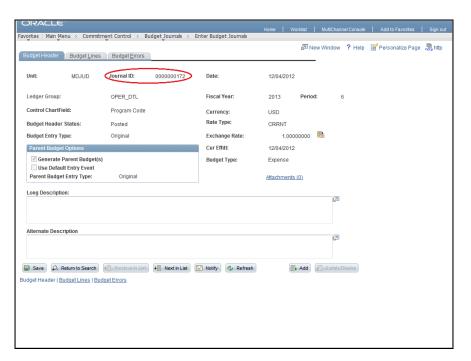
Procedure

In this topic, you will review a budget journal that has been created, approved, and posted in the system.



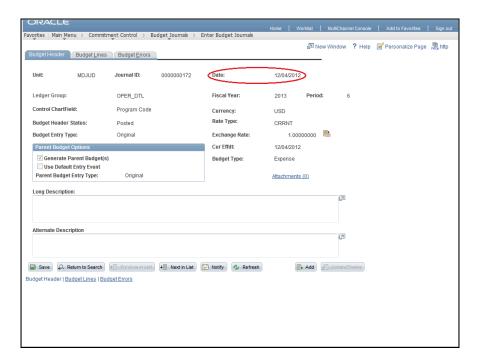
Step	Action
1.	The Budget Header page displays the budget header information for the budget
	journal.
	In this example, we are displaying a budget journal for the Operating Detail Ledger Group for Fiscal Year 2013.





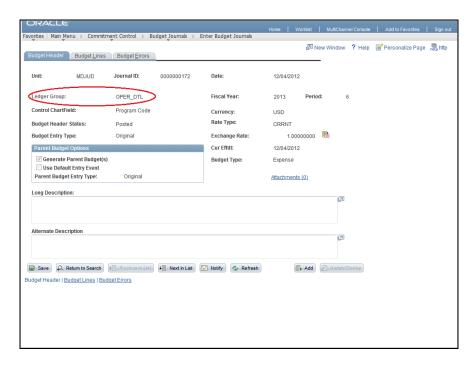
Step	Action
2.	Let's take a look at some of the key fields included on the Budget Header page.
	Once a new budget journal is saved, the system will auto-assign a Journal ID . You can use the Journal ID when searching for journals created in Commitment Control.
	In this example, the Journal ID is 0000000172.



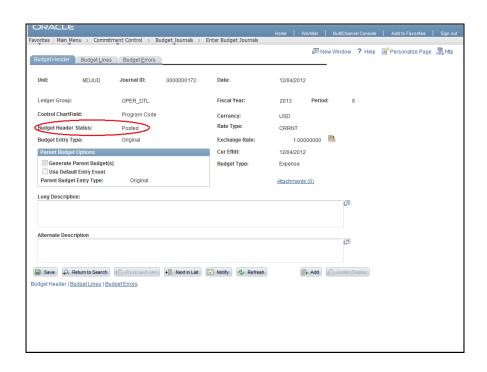


Step	Action
3.	The Journal Date field indicates the date that the budget journal was established in the system. You can use the Journal Date when searching for journals created in Commitment Control.
	The Journal Date establishes the Fiscal Year and accounting period that the journal will apply to.
	In this example, the budget journal was established on 12/04/2012.



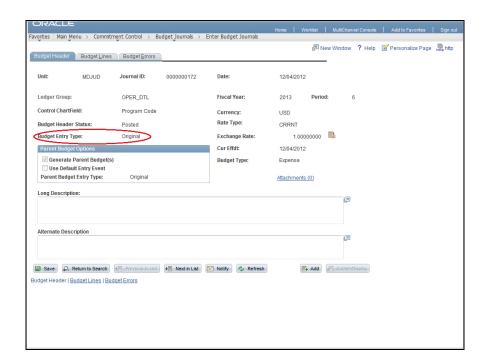


Step	Action
4.	The Ledger Group field indicates the ledger group that the budget amount is posted.
	In this example, the budget is posted to the Operating Detail Ledger Group (OPER_DTL).



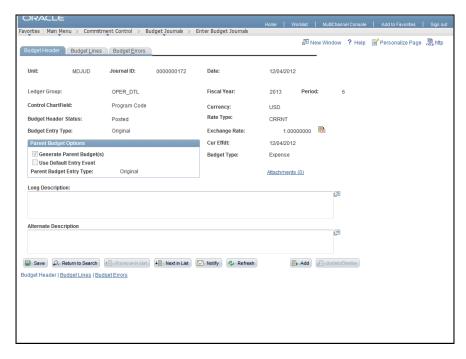


Step	Action
5.	The Budget Header Status field indicates the status of the budget journal. When a budget journal is "Posted", the amount is available for spending.
	In this example, the budget is posted to the Operating Detail Ledger Group (OPER_DTL).

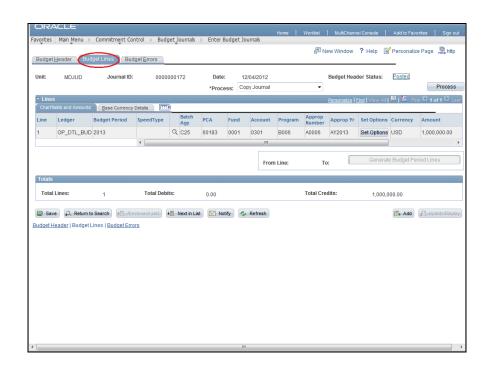


Step	Action
6.	The Budget Entry Type field indicates if a journal is established as the original journal, an adjustment to the original budget. The values in this field are "Original", "Adjustment".
	In this example, the Budget Entry Type is "Original". An original budget entry being made for the first time.



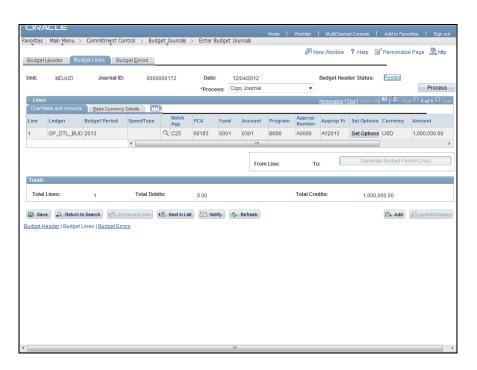


Step	Action
7.	Click the Budget Lines tab.
	Budget <u>Lines</u>



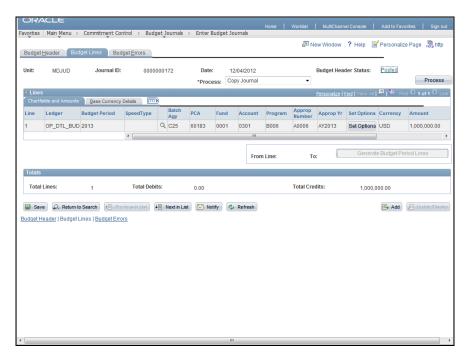


Step	Action
8.	The Budget Lines page displays the budget chartfield information for the budget journal.
	In this example, \$1,000,000.00 is being posted to the postage account for the Department of Budget and Finance for Appropriation Year 2013.

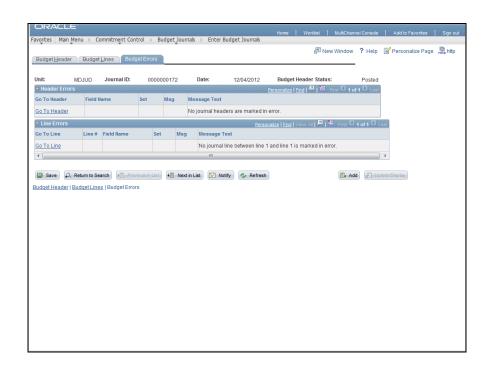


Step	Action
9.	Each budget journal line must include the following Chartfield information: - Ledger - Batch Agency - PCA - Fund - Account - Program - Appropriation Number - Appropriation Year - Budget Amount





Step	Action
10.	Click the Budget Errors tab.
	Budget Errors





Step	Action
11.	The Budget Errors page displays errors that occur when a budget has been processed. This page shows header and line errors. In this example, there are no budget errors.
12.	You have successfully completed the <i>Reviewing Budget Journals</i> topic. You have learned how to: - Update budget journals in Commitment Control End of Procedure.

1.4 Understanding Budget Journals Statuses

In this topic, you will review the different budget journal statuses and how to interpret the statuses .

After completing this topic, you will be familiar with:

Budget journal statuses

Budget Journal Statuses

After you run the posting process for a budget journal, the budget header status is updated from "N" or "None" to one of several status depending on the processing results. The Budget Header status can be one of the following statuses:

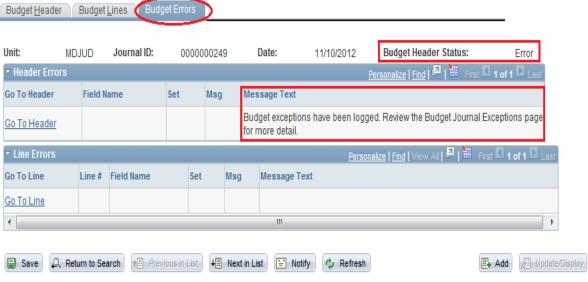
- N (None): The initial value when you create the journal.
- **I** (**Incomplete**): Only applies to copied journals when commitment control security is enabled.
- **E** (**Errors**): The journal has errors after running system edits. View the journal errors on the **Budget Errors** tab of the journal.
- **P (Posted):** The journal has been posted to the budget ledger identified on the budget journal header.
- **S** (**Security Error**): The person entering the journal did not have security access. Security access inquiries are directed to the Help Desk.
- **B** (**Balance**): Unbalanced transfer. When the budget is transferred using the Transfer option, the journal lines must balanced.
- **U** (**Unposted**): The journal had been posted and then unposted for any number of reasons via a unposting process. Only the Department of Budget and Fiance and other authorized users have access to un post budget journal transactions.



Managing Journal Errors

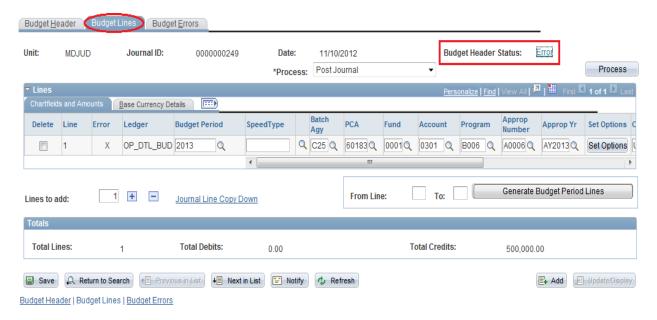
Edit and budget checking errors at the header level are displayed on the **Budget Journal Exceptions** page. You can access the budget exceptions from the budget journal on the **Budget Errors** tab or by navigating to the **Budget Journal Exceptions** page. Commitment control security errors, balancing errors when an unbalanced transfer is saved, and combination editing errors are displayed on the **Budget Errors** page of the journal entry component.

The first image below is an example of a budget journal with an error status. The second image shows the Budget Journal Exceptions page that displays the budget journal error. You can click on the error link to access the **Budget Journal Exceptions** page. The third image shows the **Budget Journal Exceptions** page and displays the budget error message.

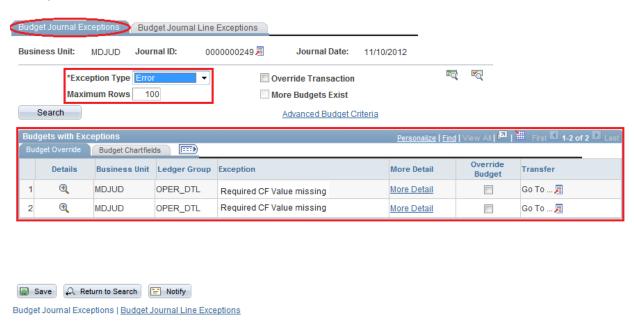




The image below displays the **Budget Journal Exceptions - Budget Lines** page that displays the budget journal error. You can click on the error link to access the **Budget Journal Exceptions** page.



The image below shows the **Budget Journal Exceptions** page and displays the budget error message.





Lesson 2: Establishing Operating Budgets

Lesson Overview

The Judiciary transmits budget related data that is recorded in GEARS to the State of Maryland's budget database known as the Hands on Budget Office (HOBO) system. Judiciary budget data is loaded from GEARS into an Excel Spreadsheet. The budget related data represents the Judiciary's initial budget request, incremental updates in the form of budget amendments and miscellaneous adjustments, fiscal year actual expenditures, and fiscal year personnel PIN (Position Identification Number) counts.

In this lesson, you will learn how to load the original appropriation to Commitment Control using the **Excel To** component interface. You will also learn how to establish a budget online (manually), if needed.

Lesson Objectives:

After completing this lesson, you will be able to:

- Load the initial budget request to Commitment Control via Excel spreadsheet upload
- Create an original budget entry online (manually)

2.1 Loading Operating Budgets via Spreadsheet Upload

In this topic, you will load Operating Detail budgets to Commitment Control using the **Excel To Component Interface**.

NOTES:

- Obtain the Excel spreadsheet that contain the budget data that you are going to load from the appropriate Budget Reports employee prior to loading the budget.
- When you open the spreadsheet, select the **Add-Ins** tab at the top of the screen.
- Select the **Data Input** tab at the bottom of the spreadsheet. This will show you the budget records that you are going to be loading to Commitment Control.

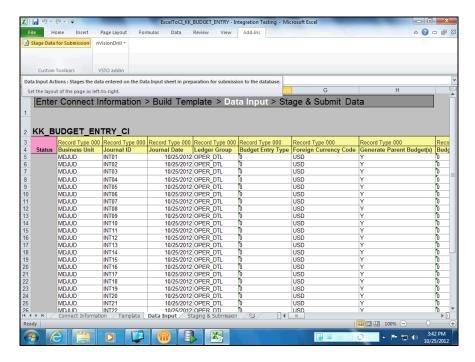
After completing this topic, you will be able to:

- Load Operating Detail budgets to Commitment Control via the
- Verify that the Operating budgets loaded and posted to Commitment Control



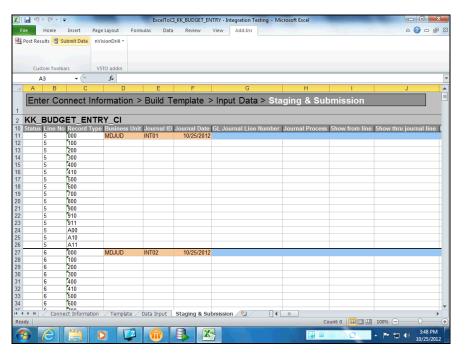
Procedure

In this topic, you will load Operating Detail budgets to Commitment Control using the Excel To Component Interface.

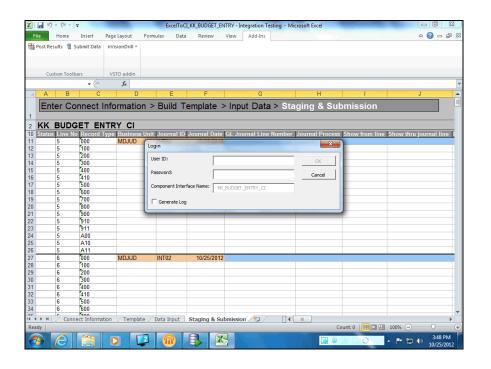


Step	Action
1.	Click the Stage Data for Submission button. Stage Data for Submission



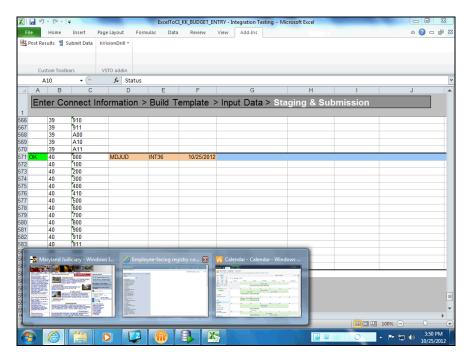


Step	Action
2.	Click the Submit Data button.
	Submit Data



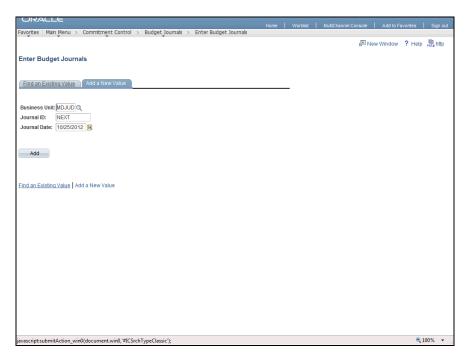


Step	Action
3.	Enter your User ID and password.
	NOTE: This will be the same User ID and password that you used to login into GEARS.
4.	Use the scrollbar to go through the file and verify that all records have an 'OK' status.

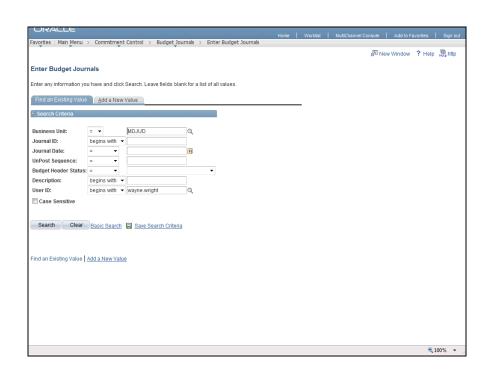


Step	Action
5.	Select the PeopleSoft Application window on your Windows dock.
6.	Click the Main Menu button. Main Menu
7.	Click the Commitment Control menu. Commitment Control
8.	Click the Budget Journals menu. Budget Journals
9.	Click the Enter Budget Journals menu. Enter Budget Journals



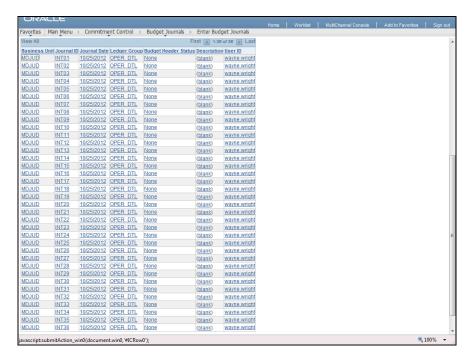


Step	Action
10.	The Enter Budget Journals search page displays.
	Click the Find an Existing Value tab. Find an Existing Value



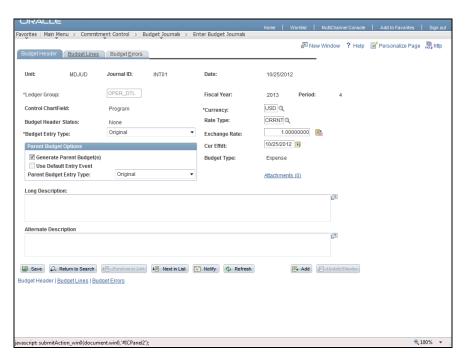


Step	Action
11.	Remove any data in the User ID field, if necessary. wayne.wright
12.	Click the Budget Header Status list.
13.	Click the None list item. NOTE: This is done for the purpose of filtering the amount of journals that are returned. None
14.	Click the Search button. Search
15.	Use the scrollbar to view all of the records.

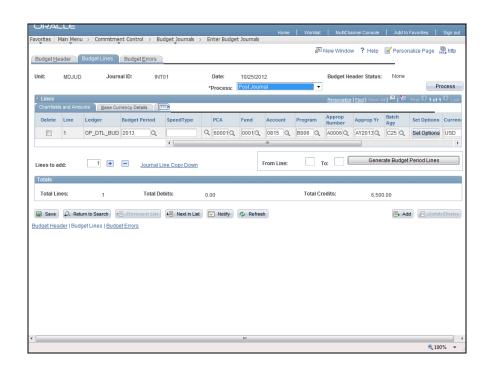


Step	Action
16.	Click the appropriate journal ID link.
	NOTE: You will have a different set of journals here. You will select one of the journals that you loaded.





Step	Action
17.	The Budget Header page displays.
	Click the Budget Lines tab. Budget Lines





Step	Action
18.	Use the scrollbar to reveal all of the fields.
19.	Click the Return to Search button.
20.	You have successfully completed the Loading Operating Budgets via Spreadsheet Upload topic. You have learned how to: - Load operating budgets via an excel spreadsheet End of Procedure.



2.2 Creating Operating Budgets Online (Manually)

In this topic, you will create an Operating Expenditure Budget by entering a budget journal online. After creating the budget you can verify that the budget has been posted by reviewing the **Budget Detail** page.

After completing this topic, you will be able to:

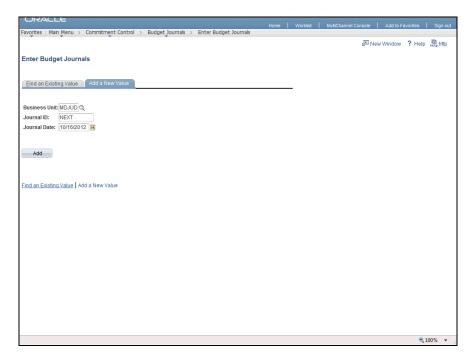
- Establish a budget by creating a budget journal
- Review the budget you have created on the Budget Details page

Procedure

In this topic, you will create an Operating Expenditure Budget by entering a budget journal online.

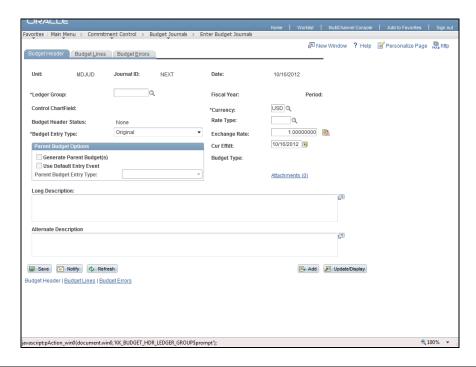
Step	Action
1.	Navigate to the Enter Budget Journals page.
	Click the Main Menu button. Main Menu
2.	Click the Commitment Control menu. Commitment Control
3.	Click the Budget Journals menu. Budget Journals
4.	Click the Enter Budget Journals menu. Enter Budget Journals



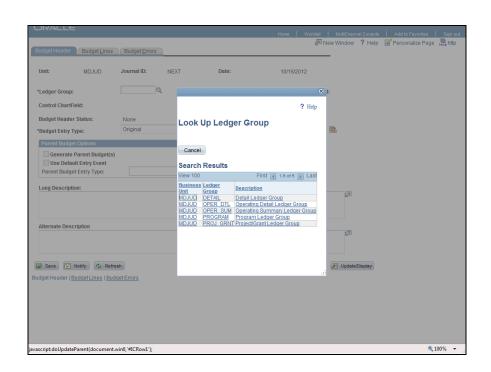


Step	Action
5.	The Enter Budget Journals page displays.
	The fields on the page should populate automatically. Accept the defaults.
	Click the Add button.



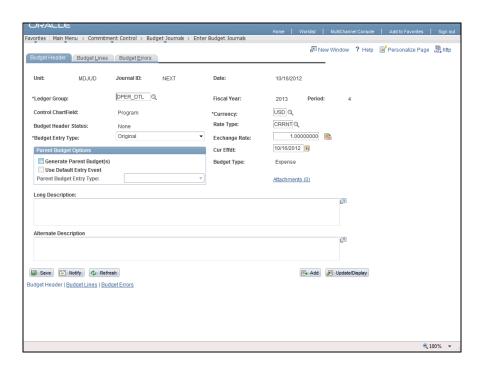


Step	Action
6.	The Budget Header page displays.
	Click the Look up Ledger Group button.



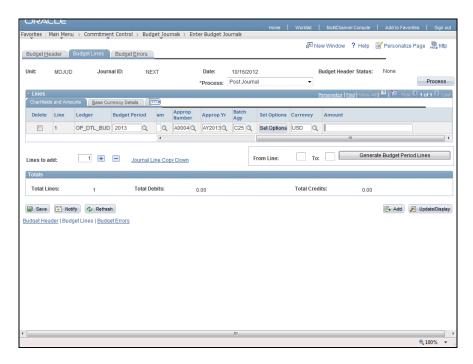


Step	Action
7.	Click the OPER_DTL link.
	OPER DTL



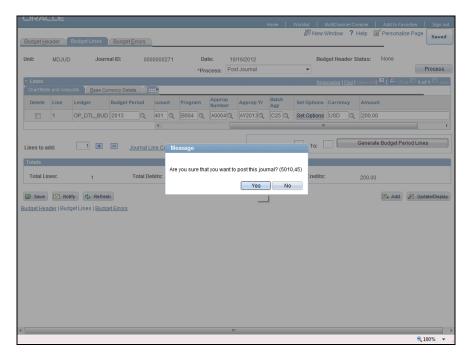
Step	Action
8.	Click the Generate Parent Budget(s) Checkbox.
9.	Click the Budget Lines tab. Budget Lines
10.	Enter the desired information into the Budget Period field.
11.	Enter the desired information into the PCA field.
12.	Enter the desired information into the Fund field.
13.	Enter the desired information into the Account field
14.	Enter the desired information into the Program field.
15.	Enter the desired information into the Approp Number field.
16.	Enter the desired information into the Approp Yr field.
17.	Enter the desired information into the Batch Agy field.
18.	Drag the scroll bar to the right to reveal the amount field.



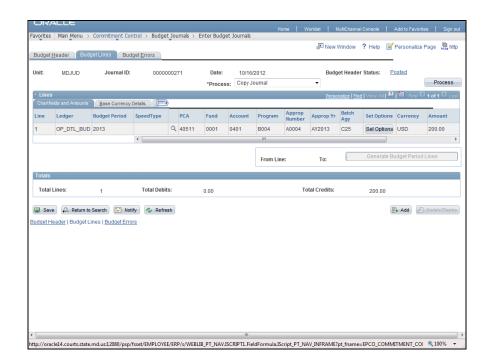


Step	Action
19.	Enter the desired information into the Amount field. For example, enter "200.00".
20.	Click the Save button.
21.	Click the Process button.



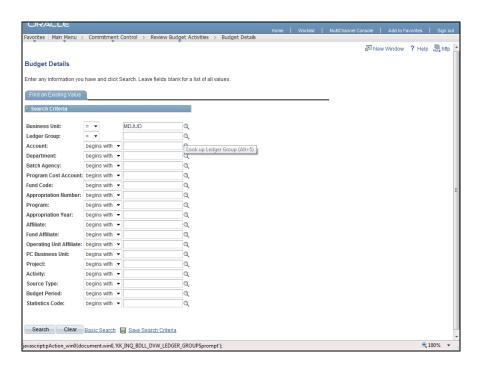


Step	Action
22.	Click the Yes button.



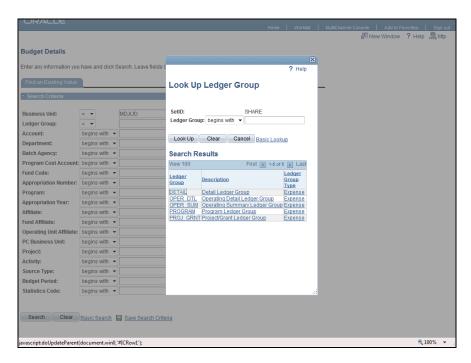


Step	Action
23.	Note: The journal is given an id by the system. For example: 0000000271
24.	Click the Home link.
25.	Click the Main Menu button. Main Menu
26.	Click the Commitment Control menu.
	Commitment Control
27.	Click the Review Budget Activities menu.
	Review Budget Activities
28.	Click the Budget Details menu.
	Budget Details



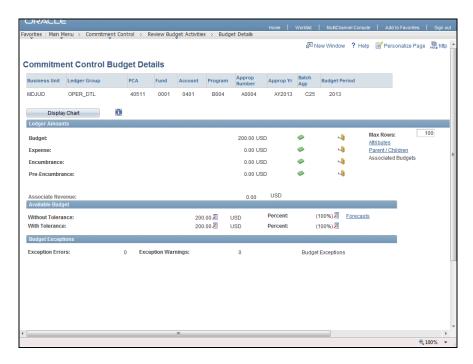
Step	Action
29.	The Budget Details search page displays.
	Look up the budget you just posted.
	Click the Look up Ledger Group button.





Step	Action
30.	Click the OPER_DTL link. OPER_DTL
31.	Enter the desired information into the Program Cost Account field.
32.	Enter the desired information into the Program field.
33.	Enter the desired information into the Budget Period field.
34.	Click the Search button. Search
35.	Click the link for the budget 40511





Step	Action
36.	The Commitment Control Budget Details page displays.
	Use the scrollbar to review the budget that you just created.
37.	You have successfully completed the Creating Operating Budgets Online (Manually) topic.
	You have learned how to:
	- Manually create and edit operating budgets online End of Procedure.



Lesson 3: Generating Budget Request for the HOBO Interface

Lesson Overview

This lesson will teach you how to generate a budget request for the HOBO (Hands On Budget Office) interface.

Lesson Objectives

After completing this lesson, you will be familiar with:

• Generating the Initial Budget Request for HOBO

3.1 Generating the Initial Budget Request for HOBO

In this topic, you will run the query to create the Judiciary's initial budget request.

After completing this topic, you will be able to:

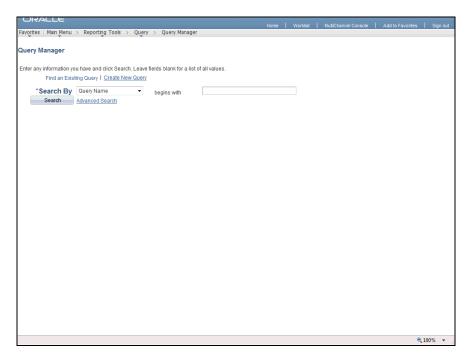
• Confirm that a file was generated to be sent to HOBO containing the Judiciary's initial budget request

Procedure

In this topic, you will run the query to create the Judiciary's initial budget request.

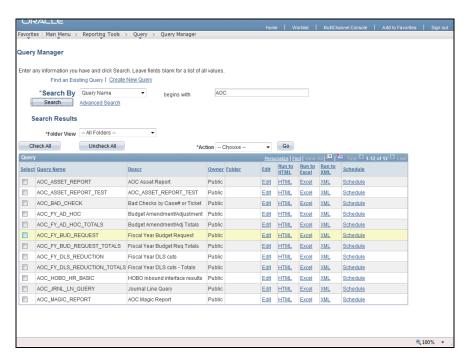
Step	Action
1.	Navigate to the Query Manager page.
	Click the Main Menu button.
2.	Click the Reporting Tools menu.
	Reporting Tools
3.	Click the Query link.
	Query
4.	Click the Query Manager link.
	Query Manager



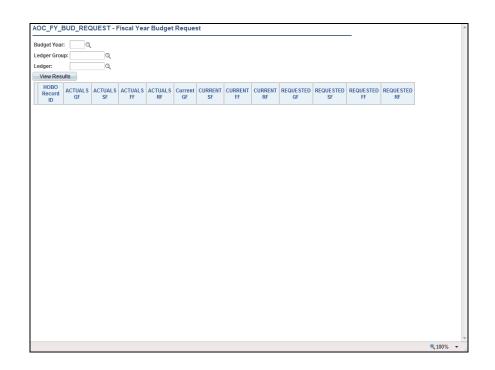


Step	Action
5.	The Query Manager search page displays.
	Enter the desired information into the Search By field. Enter "AOC".
6.	Click the Search button. Search



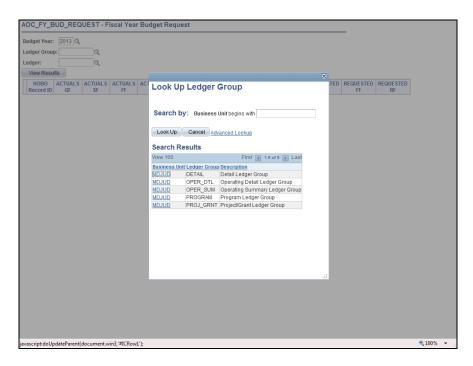


Step	Action
7.	Click the Select option for Fiscal Year Budget Request .
8.	Click the HTML link in the same description.



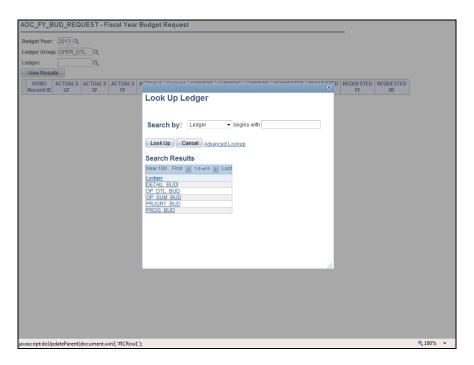


Step	Action
9.	The AOC_FY_BUD_REQUEST - Fiscal Year Budget Request page displays.
	Enter the desired information into the Budget Year field.
10.	Click the Look up Ledger Group button.

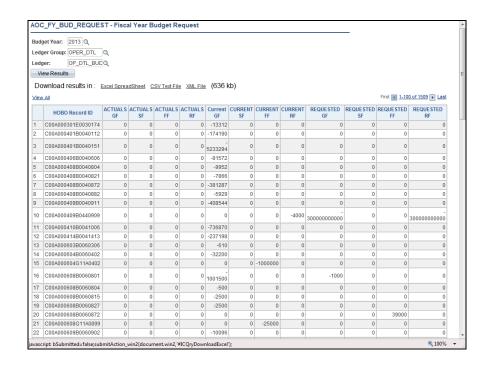


Step	Action
11.	Click the MDJUD link in the OPER_DTL ledger group.
12.	Click the Look up Ledger button.



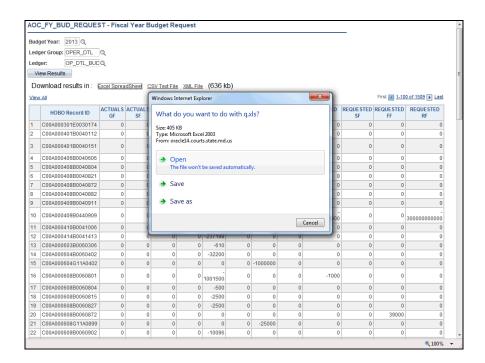


Step	Action
13.	Click the OP_DTL_BUD link. OP_DTL_BUD
14.	Click the View Results button. View Results



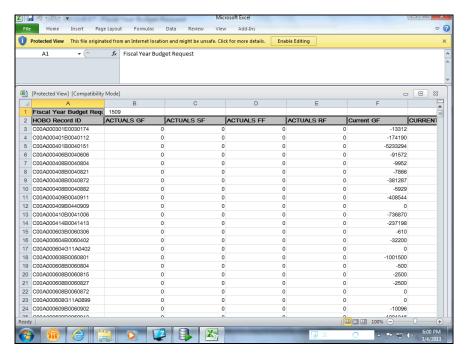


Step	Action
15.	Click the Excel SpreadSheet link to view the results in Excel.
	Excel SpreadSheet



Step	Action
16.	Click the Open button.





Step	Action
17.	The Excel file opens in a new window.
	Click the Maximize button.
18.	Use the scroll bar to review the spreadsheet.
19.	Click the Close button once you have finished reviewing the document.
20.	You have successfully completed the <i>Generating the Initial Budget Request for HOBO</i> topic.
	You have learned how to: - Initiate a budget request for the HOBO interface End of Procedure.



Lesson 4: Entering Budget Amendments, Adjustments and Transfers

Lesson Overview

Budget Amendments, miscellaneous adjustments, and Hands On Budget Office (HOBO) budget adjustments that are made in GEARS also need to be entered in the HOBO system. In **Commitment Control**, use budget adjustment or budget transfer journal to perform adjustments to the original budget or transfer budget amounts. The Excel spreadsheet created from these ad hoc entries will contain data applicable to the fiscal year entered by the user.

The **Budget Entry Type** field is used to indicate adjustments, transfer adjustments, and transfers of the original budget.

NOTE: It is important to be consistent with the values selected in the **Budget Entry Type** field when entering budget journals for adjustments, transfer adjustments and transfers of the original budget

Lesson Objectives

After completing this topic, you will be able to:

- Create budget adjustments
- Create budget transfers
- Review and verify budget amounts after entering and posting amendments, adjustments and transfers
- Create an Excel Spreadsheet that can be used to send to HOBO



4.1 Entering Budget Adjustments

In this topic you will create a budget journal for a budget adjustment. You will create an adjustment journal to go against an existing budget. You will then review the Budget Detail page to review the original budget journal amount and the adjustment amount.

After completing this topic, you will be able to:

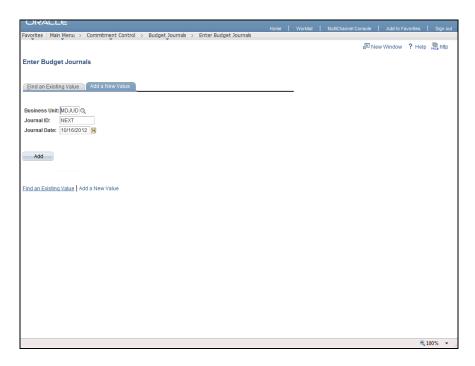
- Create and post a budget journal for an original budget adjustment
- Review the adjustment impact to a budget

Procedure

In this topic you will create a budget journal for a budget adjustment.

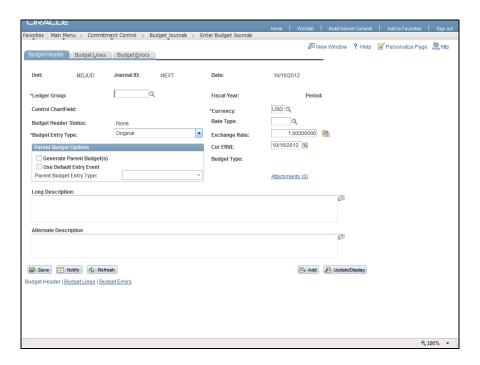
Step	Action
1.	Navigate to the Enter Budget Journals page.
	Click the Main Menu button. Main Menu
2.	Click the Commitment Control menu. Commitment Control
3.	Click the Budget Journals menu. Budget Journals
4.	Click the Enter Budget Journals menu. Enter Budget Journals





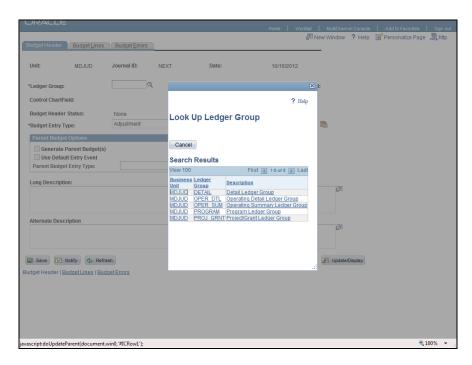
Step	Action
5.	The Enter Budget Journals search page displays.
	The fields on the page should populate automatically. Accept the defaults.
	Click the Add button.





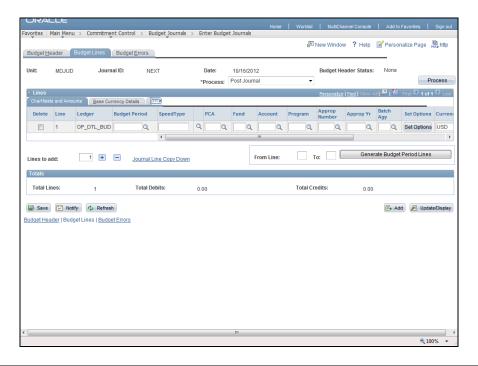
Step	Action
6.	The Budget Header page displays.
	Click the Budget Entry Type list.
	Original
7.	Click the Adjustment list item. Adjustment
8.	Click the Look up Ledger Group button.





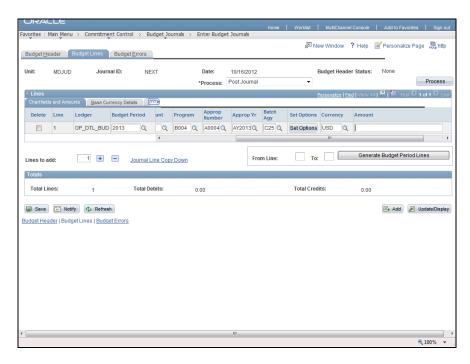
Step	Action
9.	Click the OPER_DTL link. OPER_DTL
10.	Click the Generate Parent Budget(s) option. Generate Parent Budget(s)
11.	Click the Parent Budget Entry Type list. Original
12.	Click the Adjustment list item. Adjustment
13.	Click the Budget Lines tab. Budget Lines





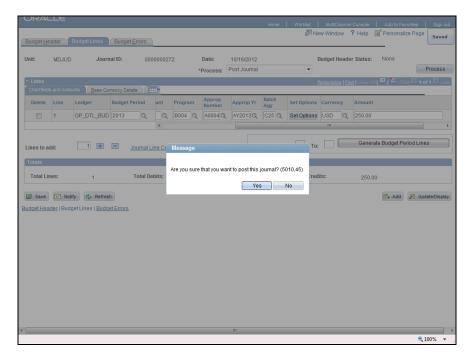
Step	Action
14.	Enter the desired information into the Budget Period field.
15.	Enter the desired information into the PCA field.
16.	Enter the desired information into the Fund field.
17.	Enter the desired information into the Account field.
18.	Enter the desired information into the Program field.
19.	Enter the desired information into the Appropriation Number field.
20.	Enter the desired information into the Approp Yr field.
21.	Enter the desired information into the Batch Agy field.
22.	Move the scrollbar to the right to reveal the amount field.



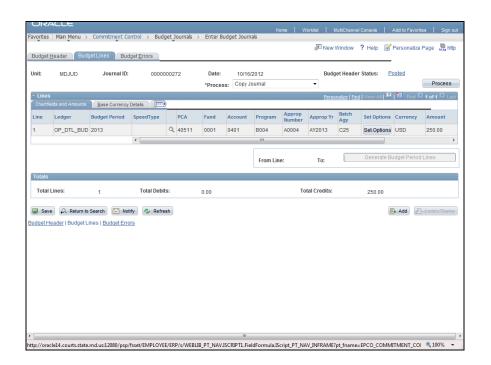


Step	Action
23.	Enter the desired information into the Amount field. For example ,enter "250".
24.	Click the Save button.
25.	Click the Process button. Process



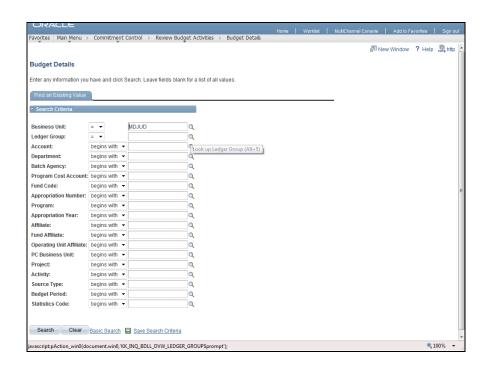


Step	Action
26.	Click the Yes button.



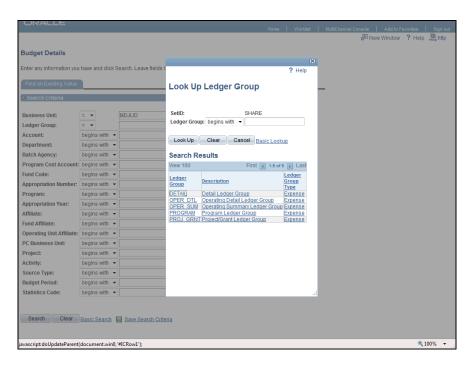


Step	Action
27.	Note: The system gives the transaction a Journal ID.
28.	You will now review the budget adjustment that you have just made.
	Click the Home link.
29.	Navigate to the Budget Details page. Click the Main Menu button. Main Menu
30.	Click the Commitment Control menu. Commitment Control
31.	Click the Review Budget Activities menu. Review Budget Activities
32.	Click the Budget Details menu. Budget Details



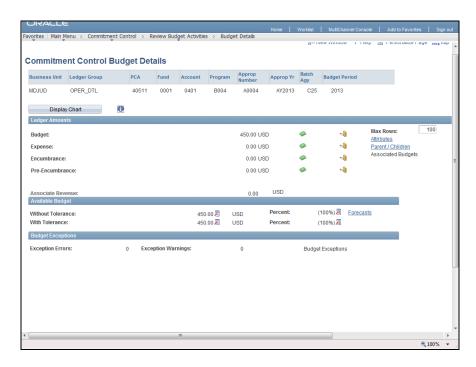
Step	Action
33.	The Budget Details search page displays. Search for the b
	Click the Look up Ledger Group button.



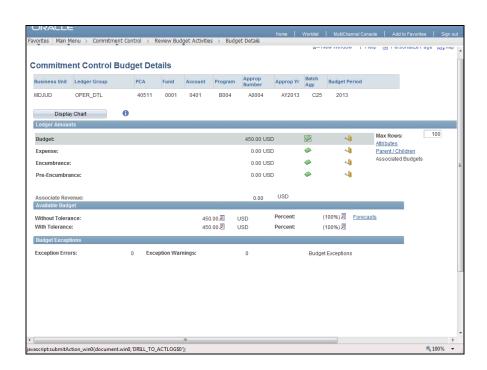


Step	Action
34.	Click the OPER_DTL link. OPER_DTL
35.	Enter the desired information into the Program Cost Account field.
36.	Enter the desired information into the Program field.
37.	Enter the desired information into the Budget Period field.
38.	Click the Search button. Search
39.	Use the scrollbar to reveal the budget journals.
40.	Click a link on the budget row to view the budget. 0401



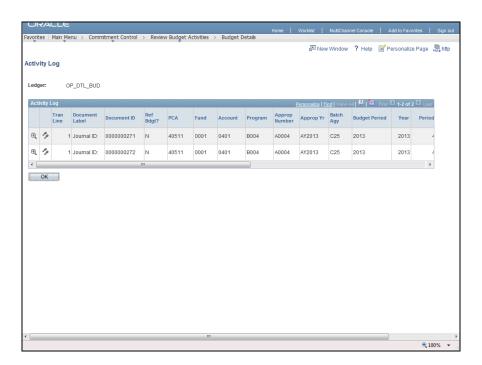


Step	Action
41.	Use the scrollbar to reveal the budget details.



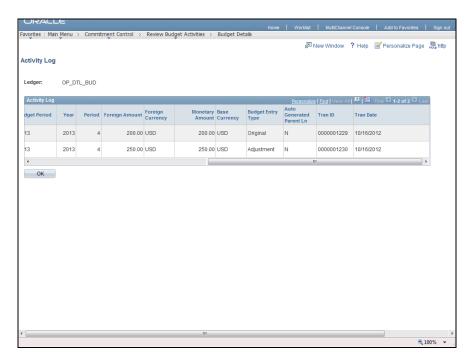


Step	Action
42.	Click the Drill to Activity Log button.



Step	Action
43.	Drag the Horizontal scrollbar to the right.





Step	Action
44.	Note the Budget Entry transaction for the Adjustment in the correct amount.
45.	You have successfully completed the <i>Entering Budget Adjustments</i> topic. You have learned how to: - Enter and review budget adjustments End of Procedure.



4.2 Entering Budget Transfers

You create a budget transfer journal to move funds from one Operating budget to another. Budget transfers are allowed only within the same PCA.

After completing this topic, you will be able to:

- Create a budget transfer journal
- Post the budget transfer journal
- Review the budget impact after posting the transfer journal

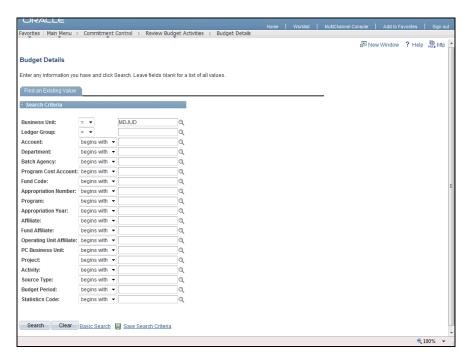
To begin the simulation, click the **Try It!** button in he UPK Player.

Procedure

In this topic you will create a budget transfer journal to move funds from one operating budget to another.

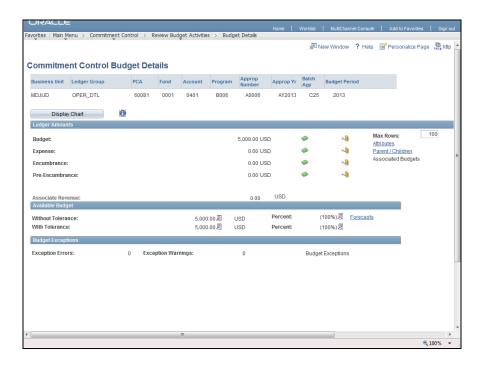
Step	Action
1.	Navigate to the Budget Details page.
	Click the Main Menu button.
2.	Click the Commitment Control menu.
	Commitment Control
3.	Click the Review Budget Activities menu.
	Review Budget Activities
4.	Click the Budget Details menu.
	Budget Details





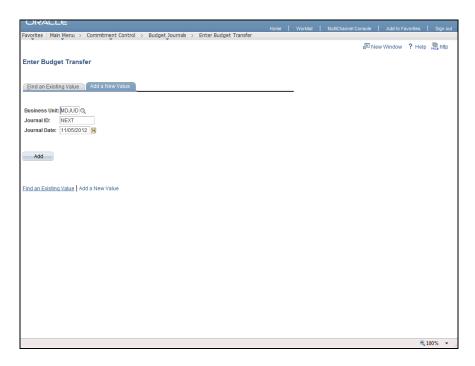
Step	Action
5.	The Budget Details search page displays.
	Enter the desired information into the Ledger Group field. Enter "OPER_DTL".
6.	Enter the desired information into the Account field.
7.	Enter the desired information into the Program Cost Account field.
8.	Enter the desired information into the Budget Period field.
9.	Click the Search button. Search





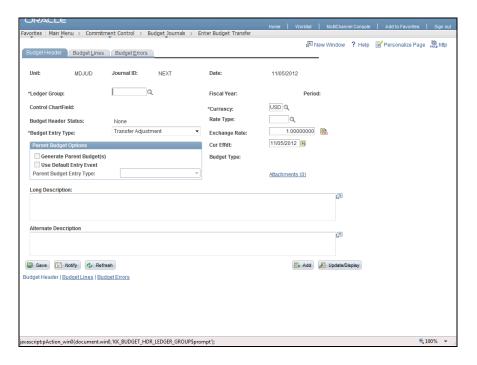
Step	Action
10.	The Commitment Control Budget Details page displays.
	Note the Budget Amount.
11.	You will now enter a budget transfer.
	Click the Home link.
12.	Click the Main Menu button. Main Menu
13.	Click the Commitment Control menu.
	Commitment Control
14.	Click the Budget Journals menu.
	☐ Budget Journals ▶
15.	Click the Enter Budget Transfer menu.
	Enter Budget Transfer



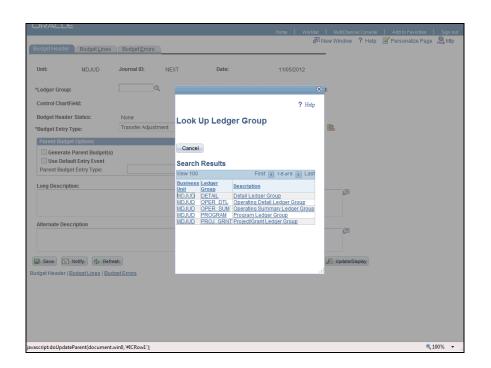


Step	Action
16.	The Enter Budget Transfer search page displays.
	The fields on this page should automatically populate. Accept the defaults.
	Click the Add button.



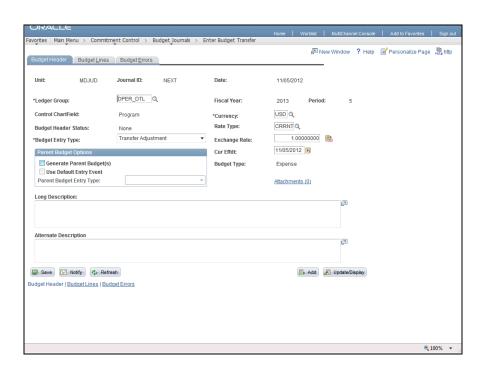


Step	Action
17.	The Budget Header page displays.
	Click the Look up Ledger Group button.



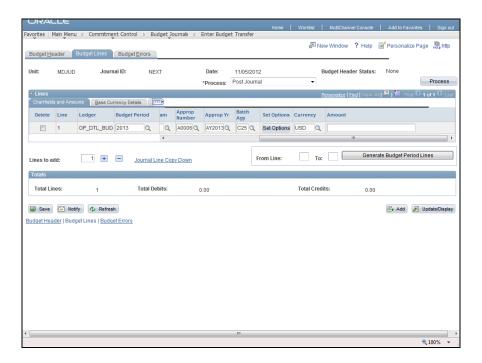


Step	Action
18.	Click the OPER_DTL link.
	OPER DTL



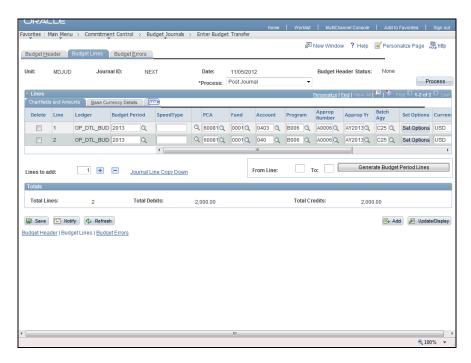
Step	Action
19.	Click the Generate Parent Budget(s) option.
	Generate Parent Budget(s)
20.	Click the Budget Lines tab.
	<u>Budget Lines</u>
21.	The Budget Lines tab displays.
	Enter the desired information into the Budget Period field.
22.	Enter the desired information into the PCA field.
23.	Enter the desired information into the Fund field.
24.	Enter the desired information into the Account field.
25.	Enter the desired information into the Program field.
26.	Enter the desired information into the Approp Number field.
27.	Enter the desired information into the Approp Yr field.
28.	Enter the desired information into the Batch Agy field.
29.	Use the scrollbar to move to the right to reveal more fields.





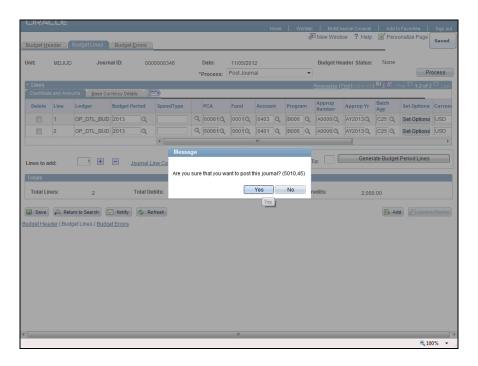
Step	Action
30.	Enter the desired information into the Amount field. For example, enter "-2000".
31.	Click the Insert Lines button.
32.	Enter the desired information into the Amount field on the second line. For example, enter "2000".
33.	Use the scrollbar to scroll to the left of the page.





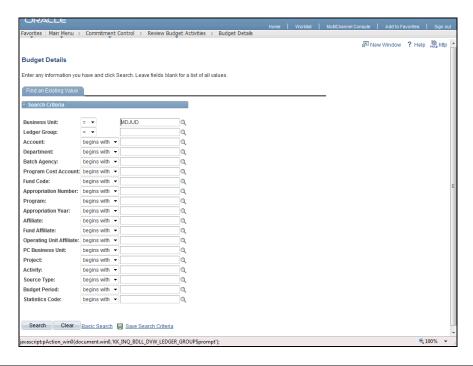
Step	Action
34.	Enter the desired information into the Account field.
35.	Click the Save button.
36.	You will now post the budget transfer. Click the Process button. Process



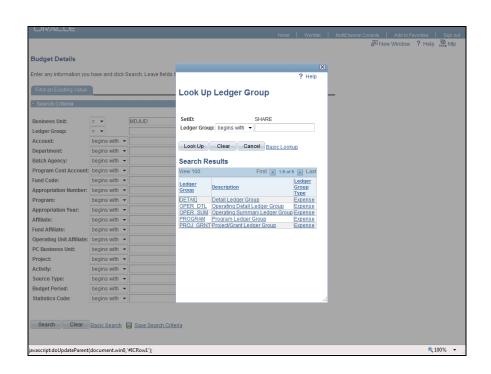


Step	Action
37.	Click the Yes button. Yes
38.	The transfer has now been posted. You will now review the transfer amount using the Budget Details page. Click the Home link.
39.	Navigate to the Budget Details page. Click the Main Menu button. Main Menu
40.	Click the Commitment Control menu. Commitment Control
41.	Click the Review Budget Activities menu. Review Budget Activities
42.	Click the Budget Details menu. Budget Details



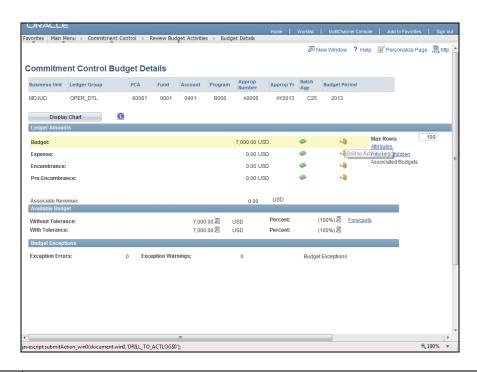


Step	Action
43.	The Budget Details search page displays.
	Click the Look up Ledger Group button.



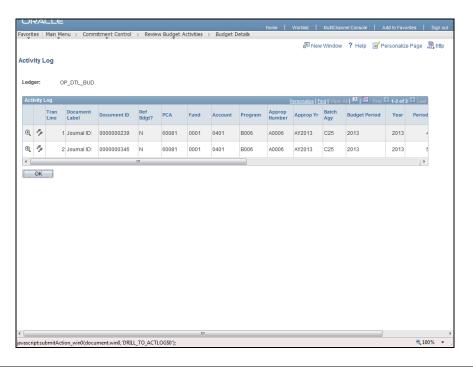


Step	Action
44.	Click the OPER_DTL link.
	OPER DTL
45.	Enter the desired information into the Account field.
46.	Enter the desired information into the Program Cost Account field.
47.	Enter the desired information into the Appropriation Number field.
48.	Enter the desired information into the Appropriation Year field.
49.	Enter the desired information into the Budget Period field.
50.	Click the Search button.
	Search Se

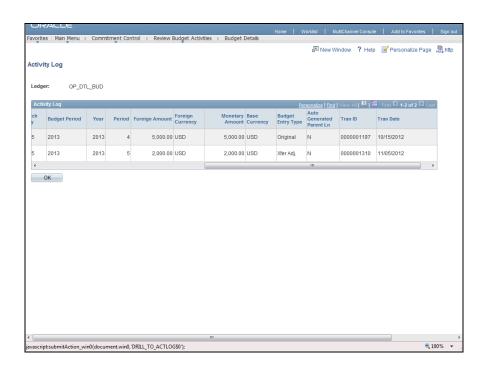


mmitment Control Budget Details page displays.
The budget amount has been increased by the amount of your budget
e Drill to Activity Log button.





Step	Action
53.	The Activity Log page displays.
	Use the scrollbar to reveal the fields on the right side of the page.





Step	Action
54.	NOTE: You can see the Original and transfer budget transactions.
55.	Click the OK button.
56.	You have successfully completed the Entering Budget Transfers topic. You have learned how to: - Enter and review a budget transfer End of Procedure.



4.3 Verifying the Creation of Budget Amendments/Adjustments

In this topic, you will run the query to verify the creation of the Judiciary's budget amendments and/or adjustments. These amendments and adjustments can be downloaded and sent to HOBO.

After completing this topic, you will be able to:

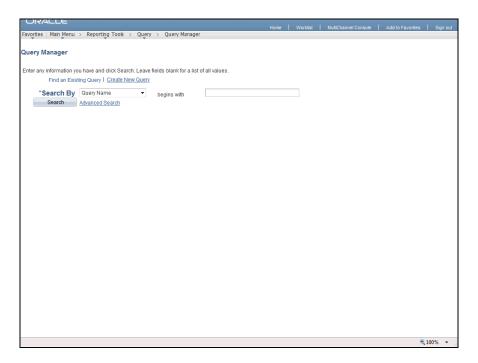
• Run a query to review the amendments and adjustments created for a specific time period

Procedure

In this topic, you will run the query to verify the creation of the Judiciary's budget amendments and/or adjustments.

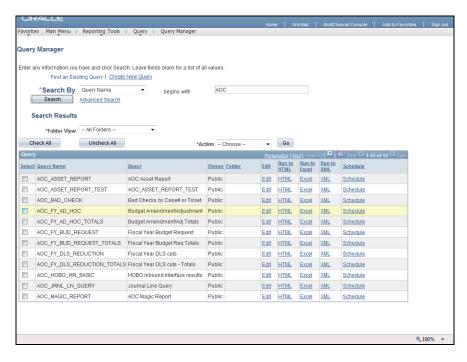
Step	Action
1.	Navigate to the Query Manager page.
	Click the Main Menu button. Main Menu
2.	Click the Reporting Tools menu.
	Reporting Tools
3.	Click the Query menu.
	Query ▶
4.	Click the Query Manager menu.
	Query Manager



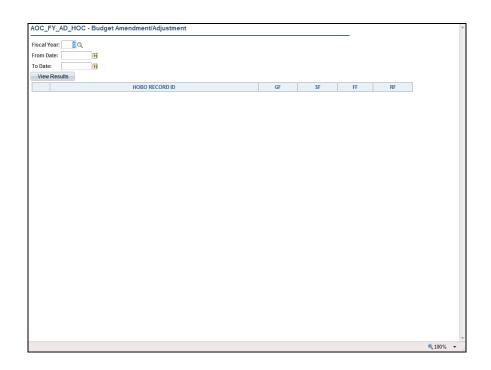


Step	Action
5.	The Query Manager search page displays.
	Enter the desired information into the Find an Existing Query field. Enter " AOC ".
6.	Click the Search button. Search



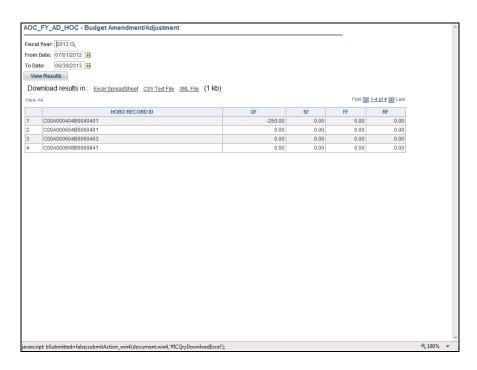


Step	Action
7.	Click the Select option for Budget Amendment/Adjustment.
8.	Click the HTML link for the same line item.



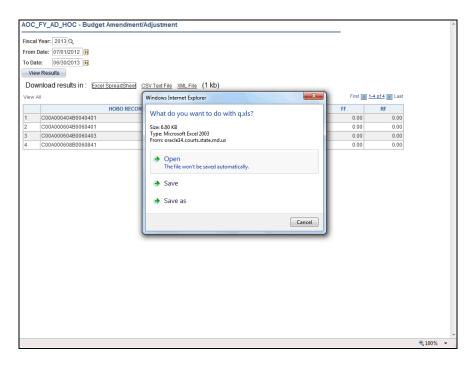


Step	Action
9.	The AOC_FY_AD_HOC - Budget Amendment/Adjustment page displays.
	Enter the desired information into the Fiscal Year field.
10.	Click the From Date field and enter an appropriate date.
11.	Click in the To Date field and enter an appropriate date.
12.	Click the View Results button. View Results

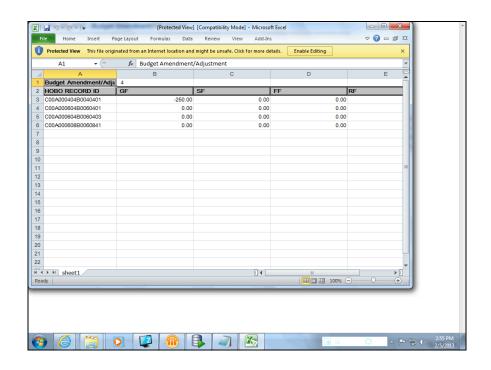


Step	Action
13.	Click the Excel SpreadSheet link to view the results in Excel.
	Excel SpreadSheet





Step	Action
14.	Click the Open button.





Step	Action
15.	The Excel document displays in a new window.
	Review and verify the amendments/adjustments.
16.	You have successfully completed the Verifying the Creation of Budget Amendments/Adjustments topic.
	You have learned how to: - Navigate to and review the budget amendments and adjustments End of Procedure.



Lesson 5: Managing Budgets

Lesson Overview

This lesson discusses exception processing for GEARS transactions that are impacted by the budget checking process.

Lesson Objectives:

After completing this lesson, you will be able to:

- Manage budget errors that may occur GEARS transactions
- Bypass budget checking for General Ledger journals

5.1 Viewing and Overriding Budget Exceptions

After completing this topic, you will be able to:

• View a budget exception for a transaction and override the budget exception

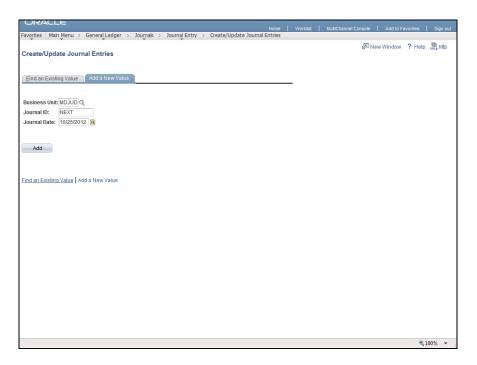
Procedure

In this topic you will enter a GL transaction that will fail budget check and you will use "Budget Override" to successfully process the transaction.

You will see and review the budget-check error. You will create a budget transfer journal to move funds to a budget that needs it.

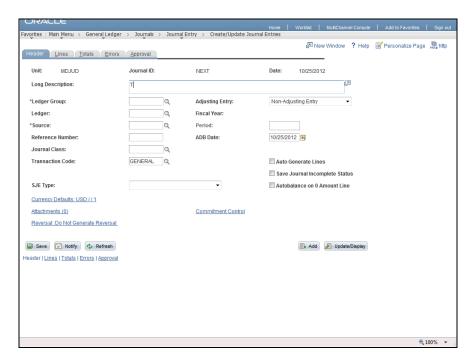
Step	Action
1.	Navigate to the Create/Update Journal Entries page.
	Click the Main Menu button. Main Menu
2.	Click the General Ledger menu. General Ledger
3.	Click the Journals menu. Journals
4.	Click the Journal Entry menu. Journal Entry
5.	Click the Create/Update Journal Entries menu. Create/Update Journal Entries





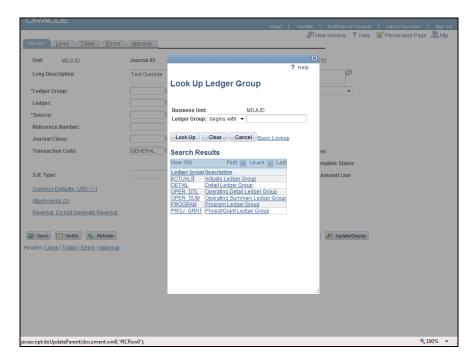
Step	Action
6.	The Create/Update Journal Entries search page displays.
	The fields on the page should populate automatically. Accept the defaults.
	Click the Add button.





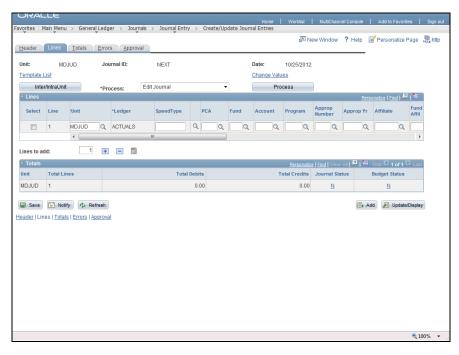
Step	Action
7.	The GL Journal - Header page displays.
	Enter the desired information into the Long Description field. Enter " Test Override ".
8.	Click the Look up Ledger Group button.





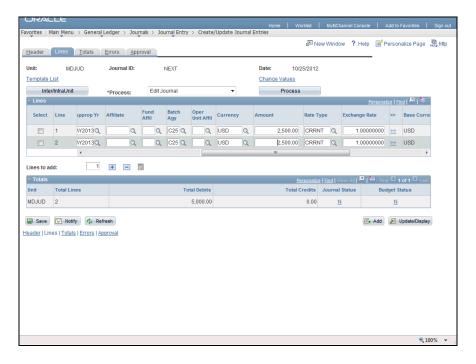
Step	Action
9.	Click the ACTUALS link. ACTUALS
10.	Enter the desired information into the Source field. Enter " ONL ".
11.	Click the Lines tab.



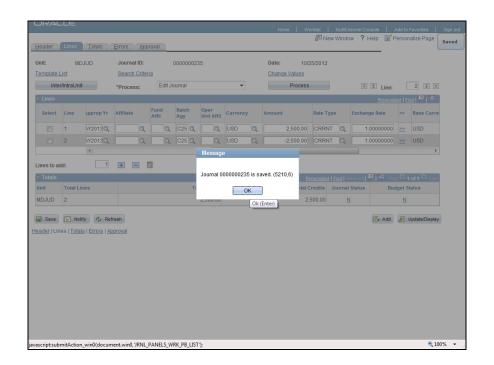


Step	Action
12.	The Lines tab displays.
	Enter the desired information into the PCA field. Enter "80001".
13.	Enter the desired information into the Fund field. Enter "0001".
14.	Enter the desired information into the Account field. Enter "0801".
15.	Enter the desired information into the Program field. Enter "B008".
16.	Enter the desired information into the Approp Number field. Enter " A0008 ".
17.	Enter the desired information into the Approp Yr field. Enter " AY2013 ".
18.	Enter the desired information into the Batch Agy field. Enter "C25".
19.	Enter the desired information into the Amount field. Enter "2500".
20.	Click the Insert Lines button.
21.	Enter the desired information into the Account field. Enter "5463".
	If there is already an Account in this field, delete it and enter the account # listed above.
	The Line 1 account should be "0801".
22.	Use the scrollbar to reveal fields on the right.



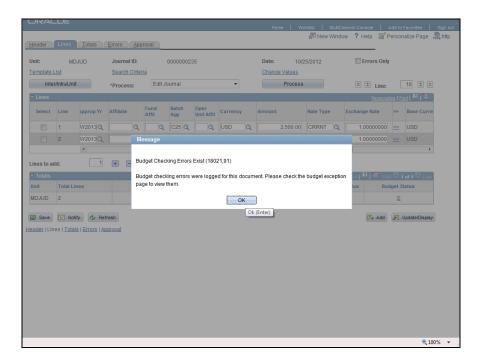


Step	Action
23.	Enter the desired information into the Amount field. Enter "-2500" to represent a negative amount.
24.	Click the Save button.



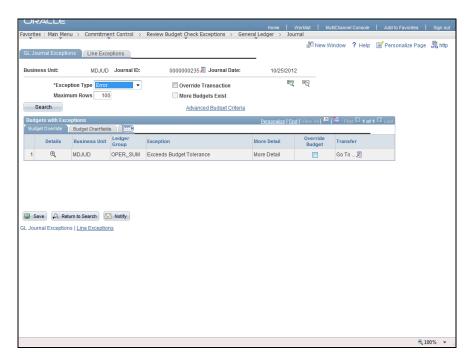


Step	Action
25.	Click the OK button.
26.	Click the Process button. Process



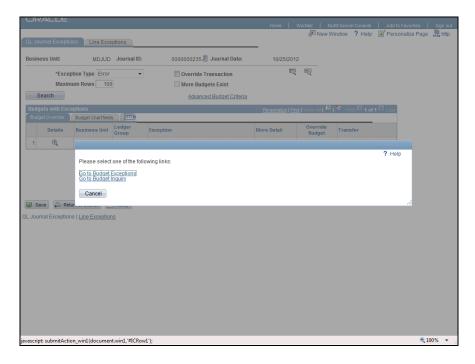
Step	Action
27.	Click the OK button.
28.	Click the E link The 'E' budget status represents an error.
	<u>E</u>



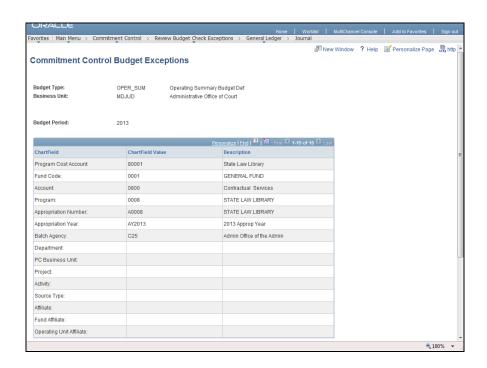


Step	Action
29.	The GL Journal Exceptions page displays.
	Click the Override Budget option.
30.	Click the Save button.
31.	Click the View Related Links button.



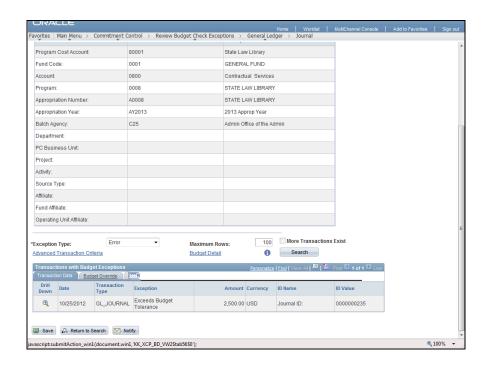


Step	Action
32.	Click the Go to Budget Exceptions link to transfer the override to that location.
	Go to Budget Exceptions



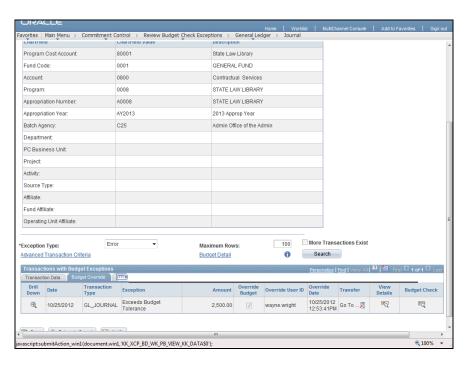


Step	Action
33.	The Commitment Control Budget Exceptions page displays.
	Use the scrollbar to reveal the rest of the page.

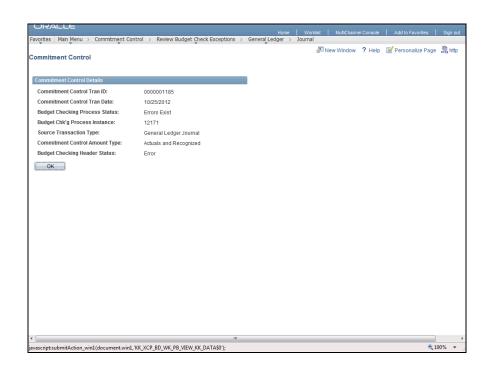


Step	Action
34.	Click the Budget Override tab. Budget Override



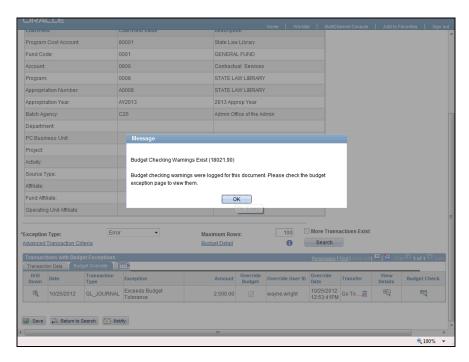


Step	Action
35.	Click the View Details button.





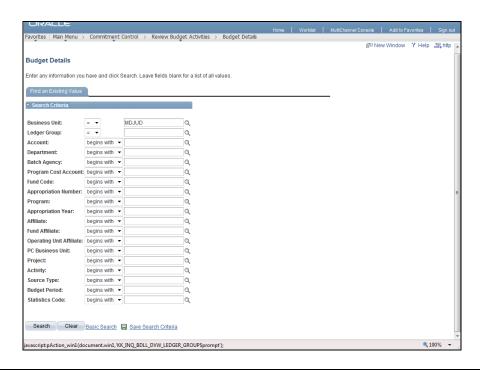
Step	Action
36.	The Commitment Control Details page displays.
	NOTE: Review Budget Checking Process Status and ID
37.	Click the OK button.
38.	The Commitment Control Budget Exceptions page displays.
	Click the Budget Check button.



Step	Action
39.	Click the OK button.
	NOTE: This indicates that there are warnings. It is not an error, as it was previously.
40.	Click the OK button.
41.	Move the scrollbar back to the top.
42.	Click the Home link.

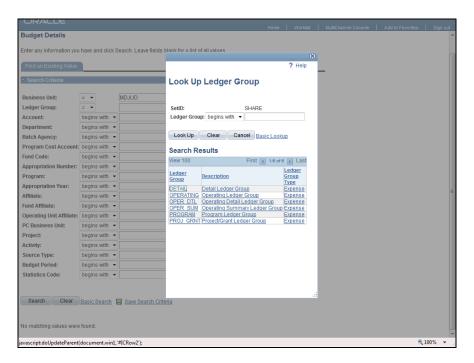


Step	Action
43.	Navigate to the Budget Details button.
	Click the Main Menu button. Main Menu
44.	Click the Commitment Control menu.
	Commitment Control
45.	Click the Review Budget Activities menu.
	Review Budget Activities
46.	Click the Budget Details menu.
	Budget Details



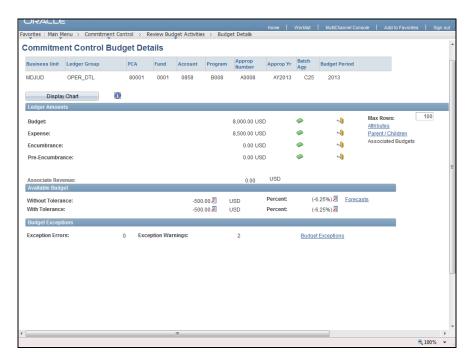
Step	Action
47.	The Budget Details search page displays.
	Click the Look up Ledger Group (Alt+5) button.





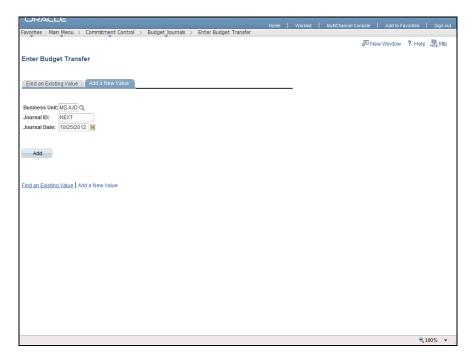
Step	Action
48.	Click the OPER_DTL link.
	OPER DTL
49.	Enter the desired information into the Account field. Enter "0858".
50.	Enter the desired information into the Program Cost Account field. Enter "80001".
51.	Enter the desired information into the Budget Period field. Enter "2013".
52.	Click the Search button. Search





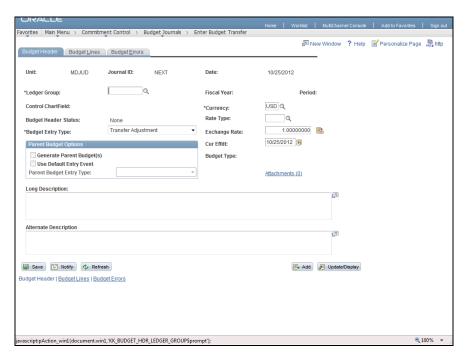
Step	Action
53.	The Commitment Control Budget Details page displays.
	Note: the budget expense is \$500 over the original budget amount. This is why the Budget Warning was issued.
54.	Click the Home link.
55.	Navigate to the Enter Budget Transfer page.
	Click the Main Menu button. Main Menu
56.	Click the Commitment Control menu.
	Commitment Control
57.	Click the Budget Journals menu.
	Budget Journals ▶
58.	Click the Enter Budget Transfer menu.
	Enter Budget Transfer



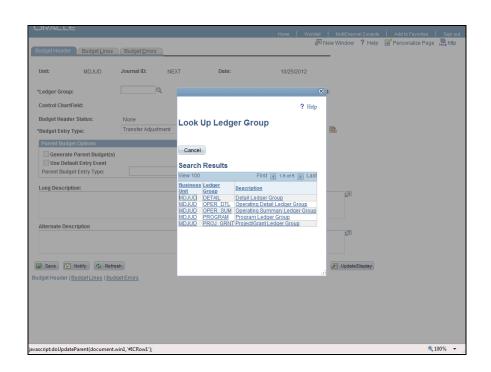


Step	Action
59.	The Enter Budget Transfer search page displays.
	The fields on the page should populate automatically. Accept the defaults.
	Click the Add button.



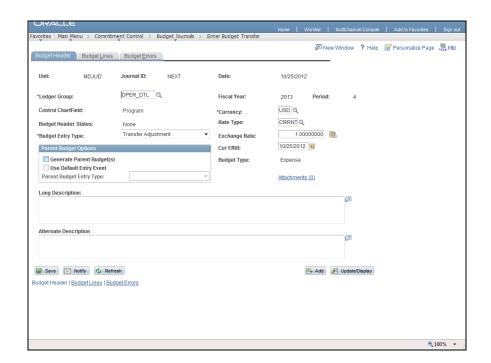


Step	Action
60.	The Budget Header page displays.
	Click the Look up Ledger Group (Alt+5) button.



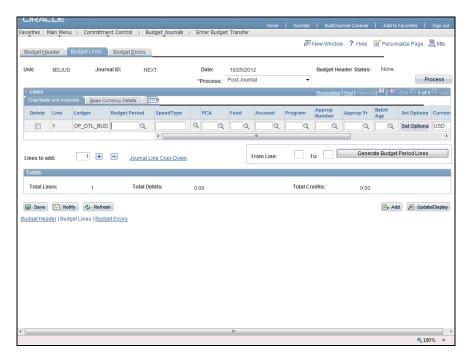


Step	Action
61.	Click the OPER_DTL link.
	OPER DTL



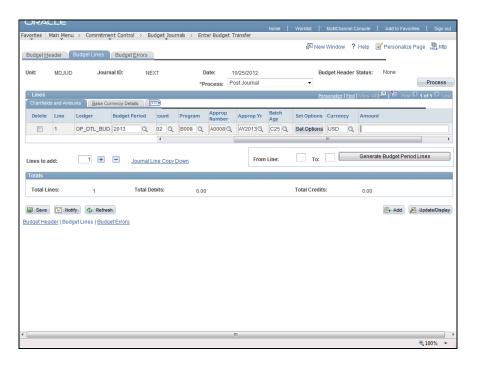
Step	Action
62.	Click the Generate Parent Budget(s) option.
	Generate Parent Budget(s)
63.	Click the Budget Lines tab. Budget Lines



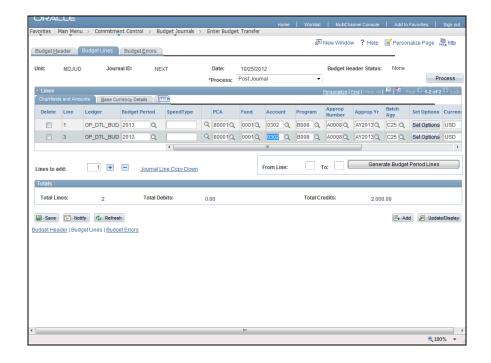


Step	Action
64.	The Budget Lines tab displays.
	Enter the desired information into the Budget Period field. Enter "2013".
65.	Enter the desired information into the PCA field. Enter "80001".
66.	Enter the desired information into the Fund field. Enter "0001".
67.	Enter the desired information into the Account field. Enter "0302".
68.	Enter the desired information into the Program field. Enter " B008 ".
69.	Enter the desired information into the Approp Number field. Enter "A0008".
70.	Enter the desired information into the Approp Yr field. Enter " AY2013 ".
71.	Enter the desired information into the Batch Agy field. Enter "C25".
72.	Use the scrollbar to reveal fields on the right.



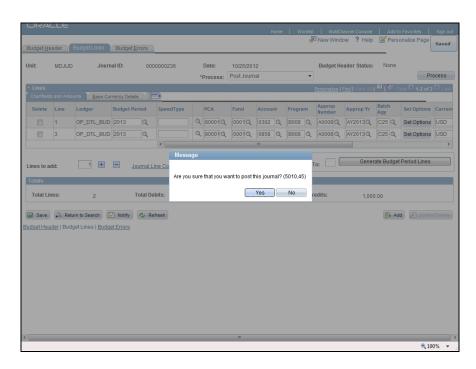


Step	Action
73.	Enter the desired information into the Amount field. Enter "1000.00".
74.	Click the Insert Lines button.





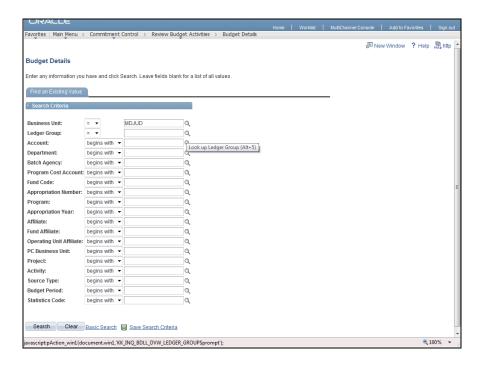
Step	Action
75.	Enter the desired information into the Account field. Enter "0858".
76.	Drag the scrollbar to the right to reveal more information.
77.	Enter a negative sign in front of the Amount field. Enter "-1000".
78.	Click the Save button.
79.	Click the Process button. Process



Step	Action
80.	Click the Yes button.
81.	Click the Home link.
82.	Navigate to the Budget Details page. Click the Main Menu button. Main Menu

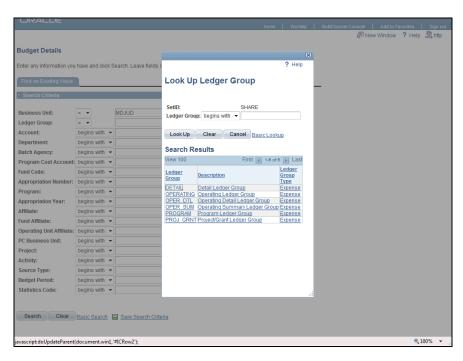


Step	Action
83.	Click the Commitment Control menu.
	Commitment Control
84.	Click the Review Budget Activities menu.
	Review Budget Activities
85.	Click the Budget Details menu.
	Budget Details



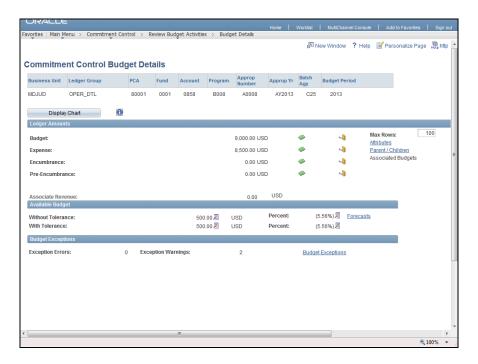
Step	Action
86.	The Budget Details search page displays.
	Click the Look up Ledger Group button.





Step	Action
87.	Click the OPER_DTL link. OPER_DTL
88.	Enter the desired information into the Account field. Enter "0858".
89.	Enter the desired information into the Program Cost Account field. Enter "80001".
90.	Enter the desired information into the Budget Period field. Enter "2013".
91.	Click the Search button. Search





Step	Action
92.	The Commitment Control Budget Details page displays.
	NOTE: After the successful budget transfer, the budget has \$500 available
93.	You have successfully completed the <i>Viewing and Overriding Budget Exceptions</i> topic.
	You have learned how to: - Review and navigate budget exceptions in GEARS - Override budget exceptions End of Procedure.



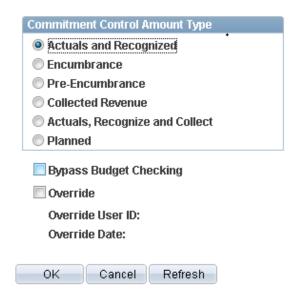
5.2 Bypassing Commitment Control Budget

Authorized users can manually set a General Ledger (GL) transaction to bypass budget checking by accessing the **Commitment Control** page via a link on the journal header page. You need to select the bypass option prior to posting the budget.

The image below displays the screen shot where you can select the Bypass Budget Checking process for a GL journal. On the **Commitment Control** page, you must select the following:

• the Bypass Budget Checking checkbox

Commitment Control



After completing this topic, you will be familiar with how to:

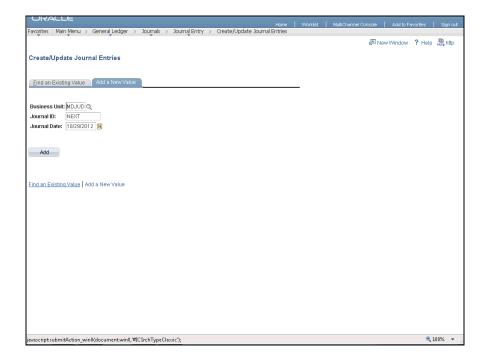
• Manually bypass the Commitment Control budget checking process for a GL journal entry.

Procedure

In this topic, you will manually bypass the commitment control budget.

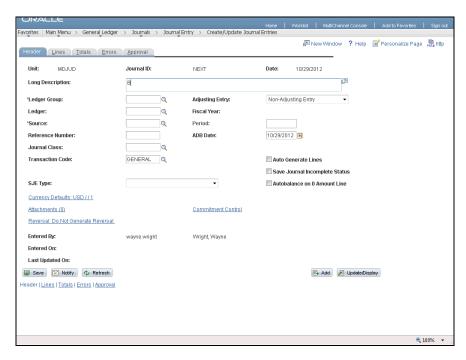


Step	Action
1.	Navigate to the Create/Update Journal Entries page.
	Click the Main Menu button.
2.	Click the General Ledger menu.
	General Ledger
3.	Click the Journals menu.
	☐ Journals →
4.	Click the Journal Entry menu.
	☐ Journal Entry
5.	Click the Create/Update Journal Entries menu.
	Create/Update Journal Entries



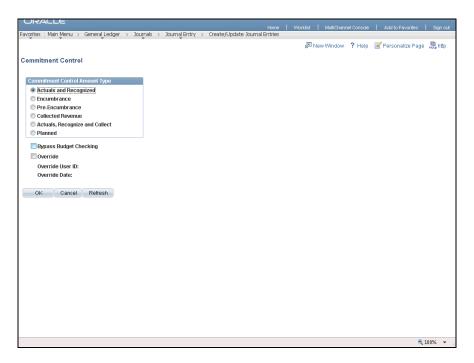
Step	Action
6.	The Create/Update Journal Entries search page displays.
	Click the Add button.





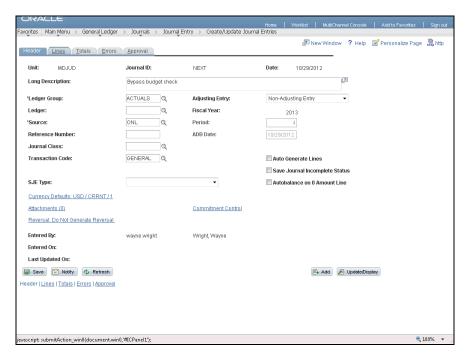
Step	Action
7.	The GL Journal - Header page displays.
	Enter the desired information into the Long Description field.
8.	Enter "ACTUALS" into the Ledger Group field.
9.	Enter "ONL" into the Source field.
10.	Click the Commitment Control link. Commitment Control



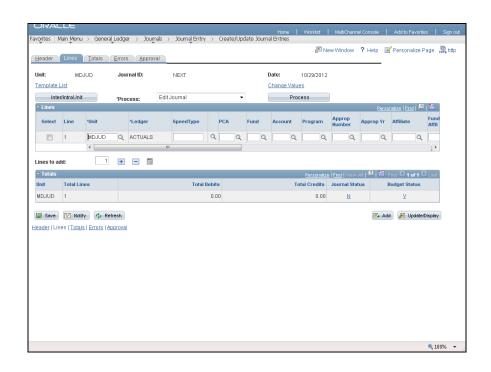


Step	Action
11.	The Commitment Control Amount Type page displays.
	Click the Bypass Budget Checking option. Bypass Budget Checking
12.	Click the OK button.



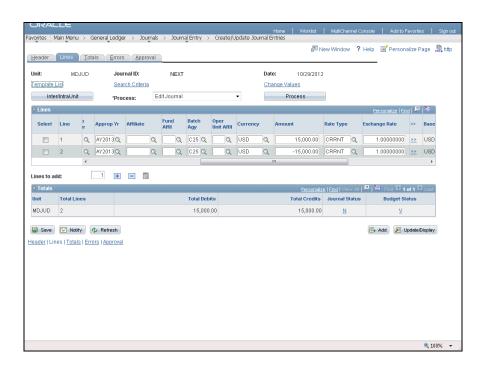


Step	Action
13.	Click the Lines tab.



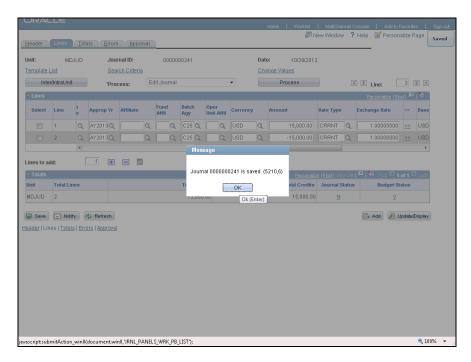


Step	Action
14.	The journal Lines tab displays.
	Enter journal line information, including Chartfields and amounts.



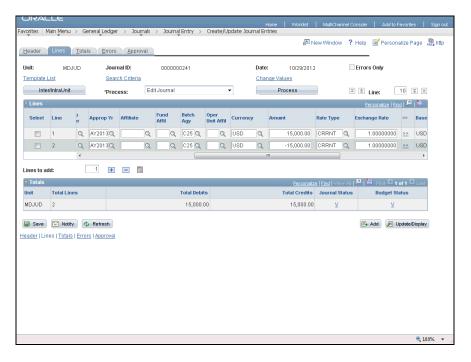
Step	Action
15.	Click the Save button.





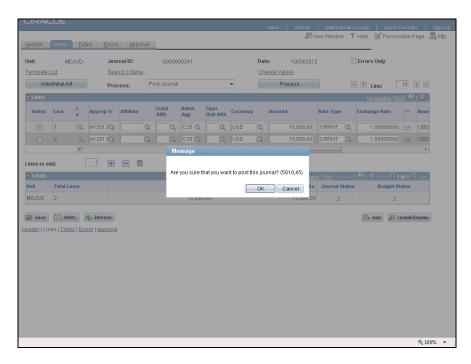
Step	Action
16.	A confirmation message displays with the Journal ID.
	Click the OK button.
17.	Verify that "Edit Journal" displays in the Process drop-down list.
18.	Click the Process button. Process





Step	Action
19.	After running the Edit Journal process, the Journal Status is "V" for valid.
20.	Click the Process list. Edit Journal ▼
21.	Click the Post Journal list item from the Process drop-down list. Post Journal
22.	Click the Process button.





Step	Action
23.	Click the OK button.
24.	After posting the journal, the Budget Status is "V" for Valid. You can verify that the corresponding budget was not impacted by navigating to the Budget Details page and reviewing the budget.
	Navigation: Commitment Control > Review Budget Activities > Budget Details
25.	You have successfully completed the <i>Bypassing Commitment Control Budget</i> topic. You have learned how to: - Manually bypass the commitment control budget in GEARS End of Procedure.



Lesson 6: Reviewing Budget Reports and Inquiries

Lesson Overview

In this lesson, you learn how to review budgetary activity including the establishment of authorized spending authority for a budget, as well as transactional activity against a budget (i.e., requisitions, purchase orders and vouchers). GEARS Commitment Control provides online budget inquiry pages and report to authorized users to view budget activity, when needed.

Lesson Objectives:

After completing this lesson, you will be able to:

- Use Commitment Control budget inquiry pages
- View budgetary and transaction activity for specified budgets
- Generate budget reports to view transaction and budget ledger details

6.1 Reviewing Budget Activity via Online Inquiries

In this topic, you will use **Budgets Overview** inquiry pages to review budget established in Commitment Control. Use the Budget Overview inquiry page to create a budget inquiry for Operating Budgets established for a budget period and monitor the activity against the budget including pre-encumbrances, encumbrances, and expenses.

After completing this topic, you will be able to:

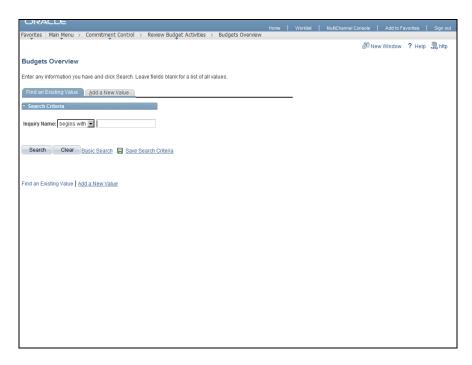
- Create a Budget Overview Inquiry for future use
- View a summary of the existing Operating budget amounts for a budget period

Procedure

In this topic, you will use Budgets Overview inquiry pages to review budget established in Commitment Control.

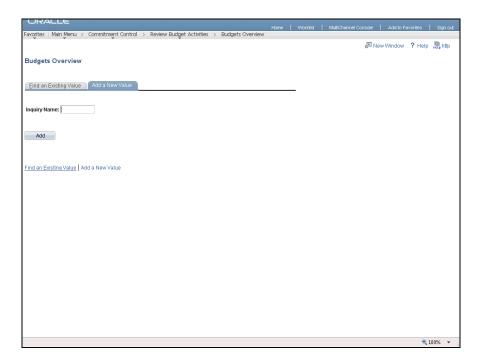
Step	Action
1.	Navigate to the Budgets Overview page.
	Click the Main Menu button. Main Menu
2.	Click the Commitment Control menu.
	Commitment Control
3.	Click the Review Budget Activities menu.
	Review Budget Activities
4.	Click the Budgets Overview menu.
	Budgets Overview





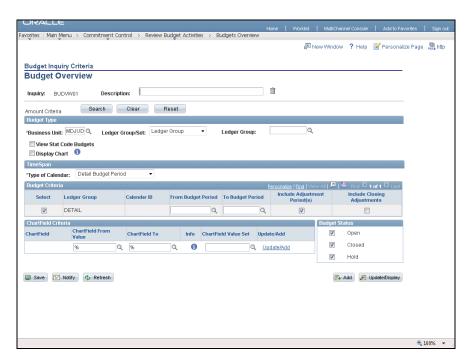
Step	Action
5.	The Budgets Overview search page displays.
	Click the Add a New Value tab. Add a New Value





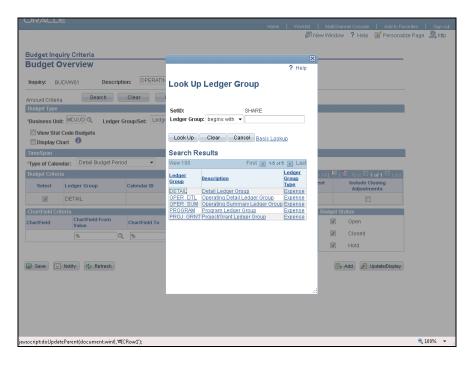
Step	Action
6.	The Add a New Value tab displays.
	Enter the desired information into the Inquiry Name field. For example, enter "BUDVW01".
7.	Click the Add button.



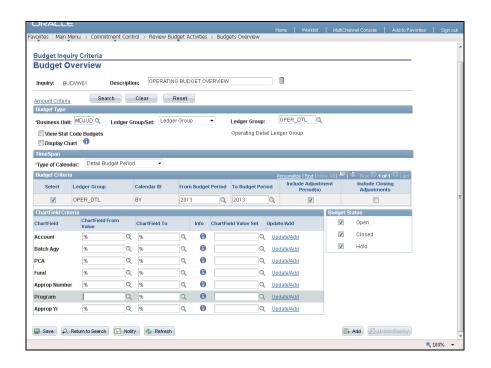


Step	Action
8.	The Budgets Overview page displays.
	Enter the desired information into the Description field. For example, enter "OPERATING BUDGET OVERVIEW".
9.	Click the Look up Ledger Group button.



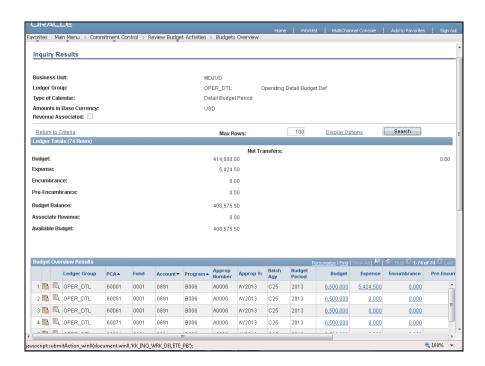


Step	Action
10.	Click the OPER_DTL link.
	OPER DTL
11.	Use the scrollbar to scroll down to the Chartfield Criteria Section of the page



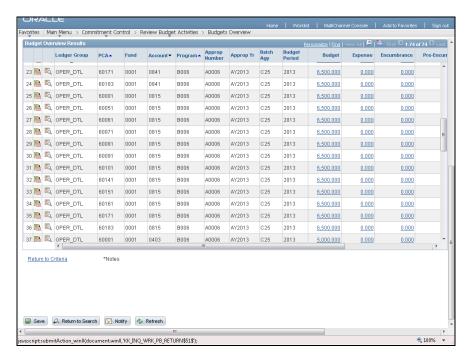


Step	Action
12.	Enter the desired information into the Chartfield From Value Program field.
13.	Enter the desired information into the Chartfield To Program field.
14.	Enter the desired information into the Chartfield From Fund field.
15.	Enter the desired information into the Chartfield To Fund field.
16.	Click the Save button.
17.	Click the Search button.

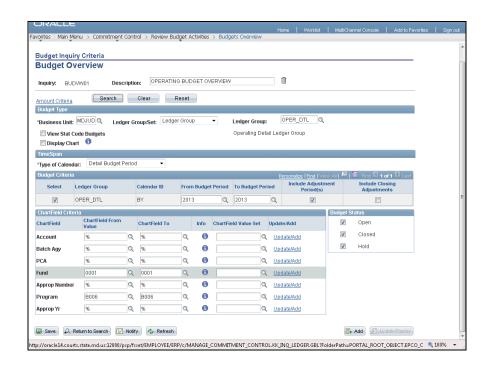


Step	Action
18.	The Budgets Overview Inquiry Results page displays.
	Use the scrollbar to reveal the Budget Overview page fields.



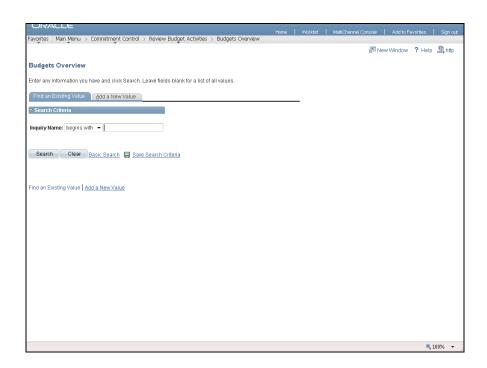


Step	Action
19.	These are the detail Operating budgets.
20.	Click the Return to Criteria link. Return to Criteria



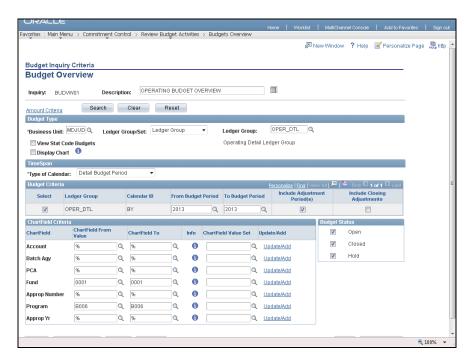


Step	Action
21.	Next you will use the budget inquiry you just created.
	Click the Budgets Overview menu link. Budgets Overview



Step	Action
22.	The Budgets Overview search page displays.
	Enter the budget inquiry created previously into the Inquiry Name field. For example, enter "BUDVW01".
23.	Click the Search button.





Step	Action
24.	NOTE: The budget inquiry you created has been saved and is available for future use.
25.	You have successfully completed the <i>Reviewing Budget Activity via Online Inquiries</i> topic.
	You have learned how to: - Review and navigate budget activity in GEARS End of Procedure.



6.2 Running the Budget Transaction Detail Report

In this topic, you will run the **Budget Transaction Detail Report**. You will create a run control to execute the Budget Transaction Detail Report.

After completing this topic, you will be able to:

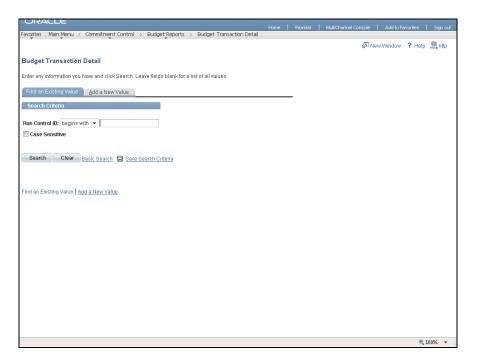
- Create a run control for running the Budget Transaction Detail Report
- Generate and review Budget Transaction Detail Report

Procedure

In this topic, you will run the Budget Transaction Detail Report.

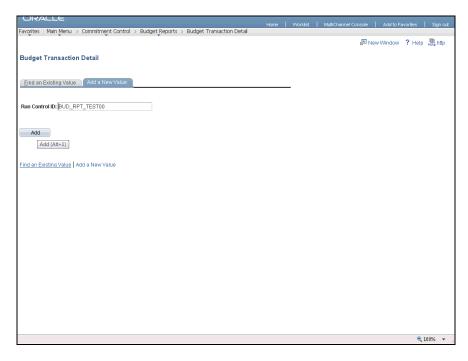
Step	Action
1.	Navigate to the Budget Transaction Detail page.
	Click the Main Menu button.
2.	Click the Commitment Control menu.
	Commitment Control
3.	Click the Budget Reports menu.
	Budget Reports ▶
4.	Click the Budget Transaction Detail menu.
	Budget Transaction Detail



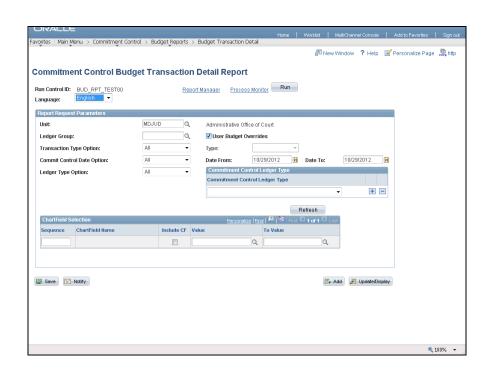


Step	Action
5.	The Budget Transaction Detail search page displays.
	Enter the desired information into the Run Control ID field. For example, enter " BUD_RPT_TEST00 ".
6.	Click the Add a New Value tab. Add a New Value



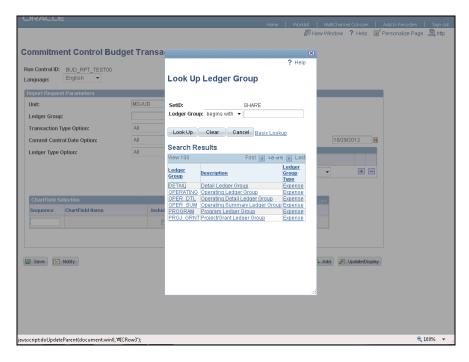


Step	Action
7.	The Add a New Value tab displays.
	Click the Add button.



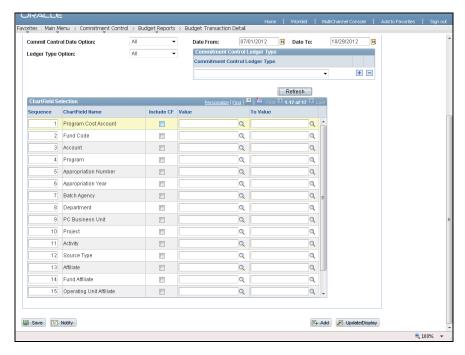


Step	Action
8.	The Commitment Control Budget Transaction Detail Report page displays.
	Un-check the User Budget Overrides option. User Budget Overrides
9.	Enter the desired date range into the Date From and Date To fields.
10.	Click the Look up Ledger Group (Alt+5) button.



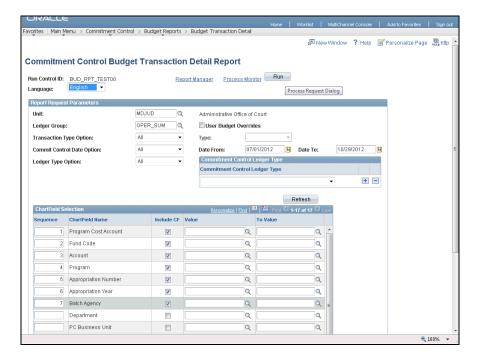
Step	Action
11.	Click the OPER_SUM link.
12.	Click the Refresh button.
13.	Use the scrollbar to scroll down and reveal all of the available report chartfields.



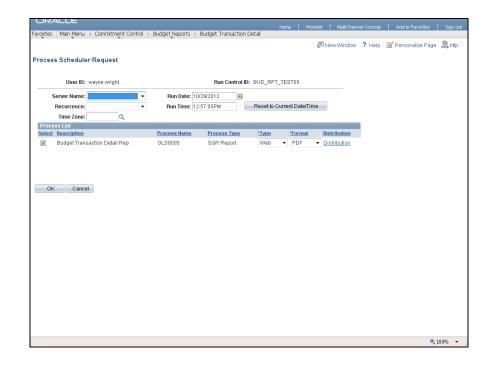


Step	Action
14.	Click the Include CF option in the Program Cost Account chartfield.
15.	Click the Include CF option in the Fund Code chartfield.
16.	Click the Include CF option in the Account chartfield.
17.	Click the Include CF option in the Program chartfield.
18.	Click the Include CF option in the Appropriation Number chartfield.
19.	Click the Include CF option in the Appropriation Year chartfield.
20.	Click the Include CF option in the Batch Agency chartfield.
21.	Click the Save button.
22.	Use the scrollbar to go back to the top of the page.



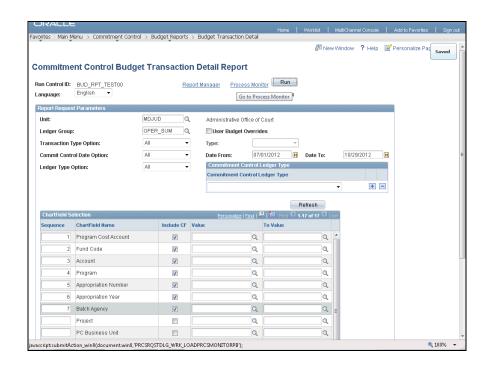


Step	Action
23.	Click the Run button.



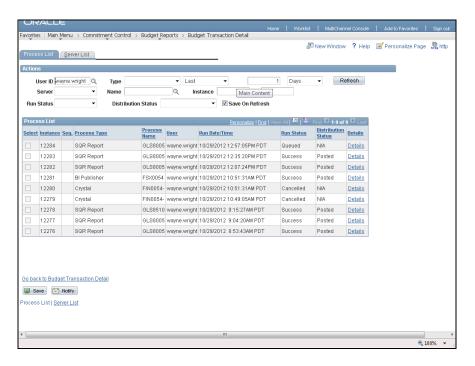


Step	Action
24.	The Process Scheduler Request page displays.
	Click the OK button.



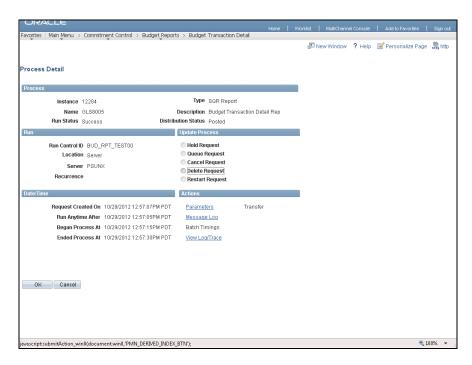
Step	Action
25.	The Commitment Control Budget Transaction Detail Report page displays.
	Click the Process Monitor link. Process Monitor





Step	Action
26.	The Process List displays.
	Click the Refresh button.
	Note: You will have to click on the refresh button a few times to see the 'Run Status' change. Refresh
27.	Click the Details link once the Run Status is successful. Details



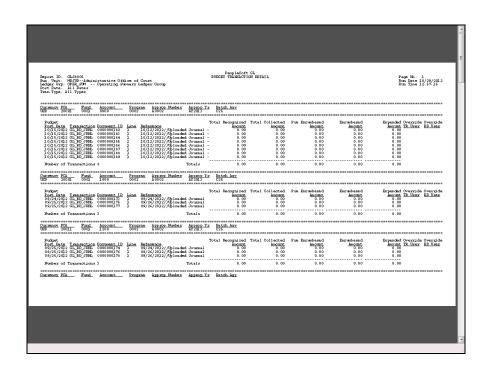


Step	Action
28.	The Process Detail page displays.
	Click the View Log/Trace link. View Log/Trace





Step	Action
29.	The View Log/Trace page displays.
	Click the gls8005_xxxxx.PDF link.



Step	Action
30.	The Budget Transaction Detail Report displays in a new window.
	Use the scrollbar to see each page of the report.
31.	You have successfully completed the Running the Budget Transaction Detail Report topic.
	You have learned how to: - Run the Budget Transaction Detail Report End of Procedure.



6.3 Running the Ledger Detail Report

In this topic, you will run the **Ledger Detail Report**. You will create a run control to execute the Ledger Detail Report.

After completing this topic, you will be able to:

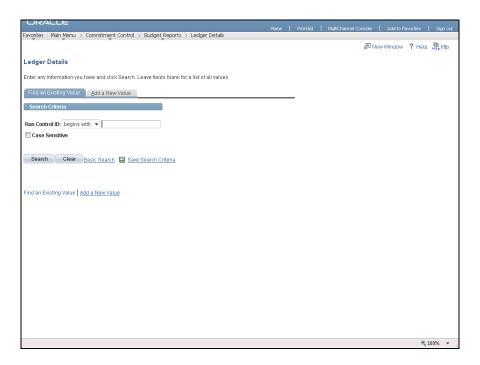
- Create a run control for running the Ledger Detail Report
- Generate and review Ledger Detail Report

Procedure

In this topic, you will run the Ledger Detail Report.

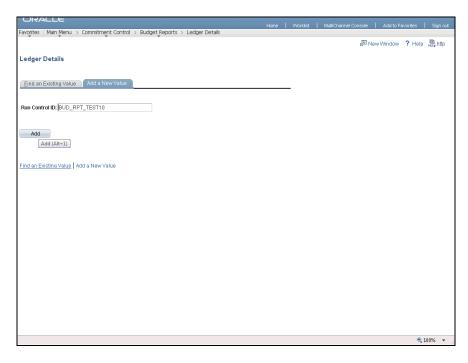
Step	Action
1.	Navigate to the Ledger Details page.
	Click the Main Menu button.
2.	Click the Commitment Control menu.
	Commitment Control
3.	Click the Budget Reports menu.
	Budget Reports ▶
4.	Click the Ledger Details menu.
	Ledger Details



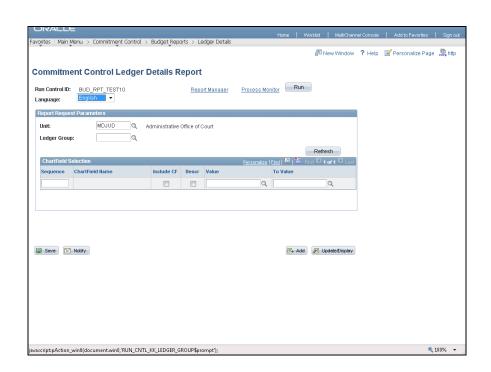


ils search page displays.
information into the Run Control ID field. For example, enter ST10 ".
New Value tab.



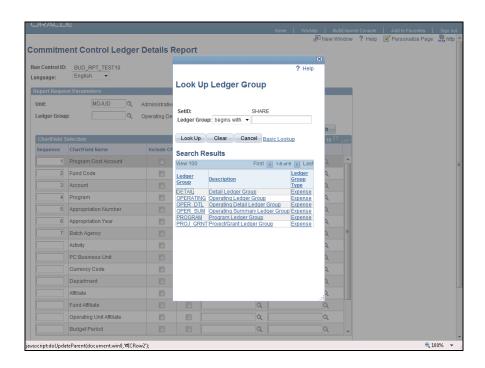


Step	Action
7.	The Add a New Value tab displays.
	Click the Add button.



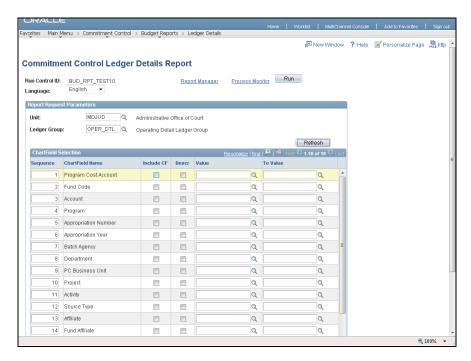


Step	Action
8.	The Commitment Control Ledger Details Report page displays.
	Click the Look up Ledger Group (Alt+5) button.



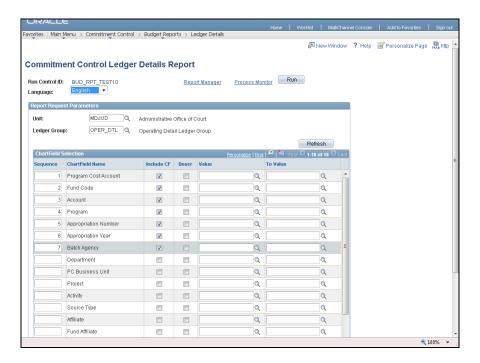
Step	Action
9.	Click the OPER_DTL link.
	OPER DTL
10.	Click the Refresh button to reveal all of the chartfields available for the report. Refresh



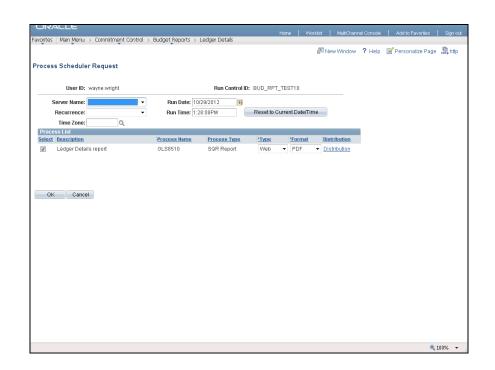


Step	Action
11.	Click the Include CF option in the Program Cost Account chartfield.
12.	Click the Include CF option in the Fund Code chartfield.
13.	Click the Include CF option in the Account chartfield.
14.	Click the Include CF option in the Program chartfield.
15.	Click the Include CF option in the Appropriation Number chartfield.
16.	Click the Include CF option in the Appropriation Year chartfield.
17.	Click the Include CF option in the Batch Agency field.
18.	Click the Save button.
19.	Use the scrollbar to scroll to the top of the page.



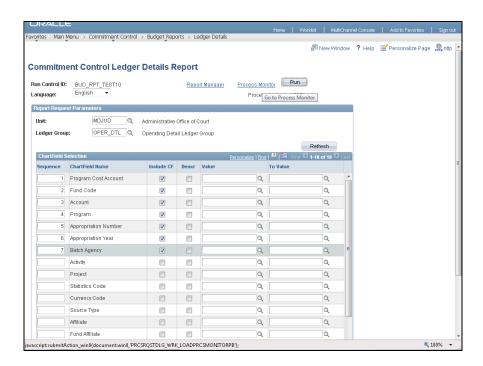


S	Step	Action
	20.	Click the Run button.



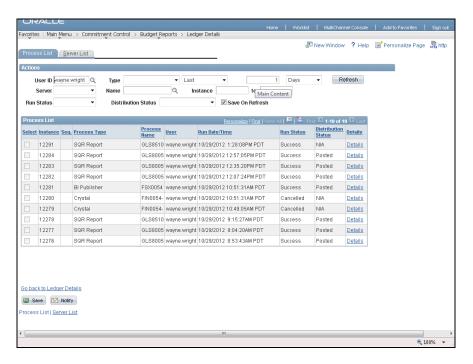


Step	Action
21.	The Process Scheduler Request page displays.
	Click the OK button.



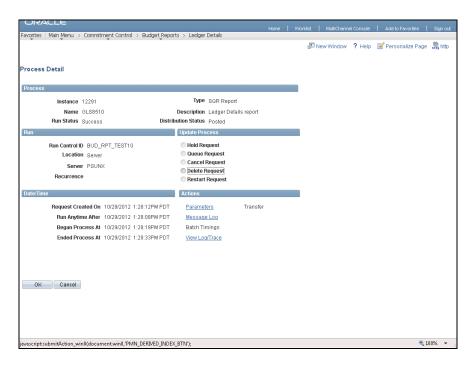
Step	Action					
22.	Click the Process Monitor link.					
	Process Monitor					





Step	Action
23.	The Process List displays.
	Click the Refresh button.
	Note: You will have to do this a few times to see the 'Run Status' change. Refresh
24.	Click the Details link once the Run Status is successful.





Step	Action
25.	The Process Detail page displays.
	Click the View Log/Trace link. View Log/Trace





Step	Action
26.	The View Log/Trace page displays.
	Click the gls8510_xxxxx.PDF link.

	it: MDJ	10 Admi ni stx		e of Court il Budget Def			LEDGER DETAILS			Page No. 1 Nun Date 10/29/2012 Nun Time 13:28:19	
FCA	Fund	Account	Program	Approp Number	Approp Yr	Batch Aqy		Ledger Type	Posted Total Amount		
þ 0001	0001	0801	B002	A0002	AY2013	C25		Budget Available Budget	5,000.00 5,000.00	USD USD	
2 0001	0001	0804	B002	A0002	AY2013	O25		Budget Available Budget	5,000.00 5,000.00	TEED TEED	
2 0001	0001	0808	B002	A0002	AY2013	C25		Budget Available Budget	5,000.00 5,000.00	turn turn	
2 0001	0001	0809	B002	A0002	AY2013	025		Eudget Available Eudget	5,000.00 5,000.00	tern tern	
2 0001	0001	0812	2002	A0002	AY2013	025		Fudget Available Fudget	5,000.00 5,000.00	TESD	
2 0001	0001	0819	2002	A0002	AY2013	025		Fudget Available Fudget	5,000.00 5,000.00	terd terd	
2 0001	0001	0826	2002	A0002	AY2013	025		Fudget Available Eudget	5,000.00 5,000.00	terd terd	
2 0001	0001	0199	2002	A0002	AY2013	025		Fudget Available Fudget	5,000.00 5,000.00	TESD TESD	
2 0001	0001	1001	2002	A0002	AY2013	C25		Rudget Available Rudget	15,000.00 15,000.00	USD USD	
2 0011	0001	1202	2002	A0002	AY2013	025		Fudget Available Budget	15,000.00 15,000.00	TESD TESD	
€ 0001	0001	0401	2006	A0006	AY2013	C25		Rudget Available Rudget	5,000.00 5,000.00	ted ted	
€ 0001	0001	0402	8006	A0006	AY2013	C25		Rudget Available Rudget	5,000.00 5,000.00	USD USD	
6 0001	0001	0403	8006	A0006	AY2013	C25		Rudget Available Rudget	5,000.00 5,000.00	usd usd	
€ 0051	0001	0401	B006	A0006	AY2013	C25		Budget Available Budget	5,000.00 5,000.00	USD USD	
6 0051	0001	0402	8006	A0006	AY2013	C25		Rudget Available Budget	5,000.00 5,000.00	TESD TESD	

Step	Action							
27.	The Ledger Details Report displays in a new window.							
	Use the scrollbar to scroll through the report.							
28.	You have successfully completed the Running the Ledger Detail Report topic.							
	You have learned how to: - Run the ledger detail report End of Procedure.							



Course Summary



Congratulations!

You have successfully completed the *KK220 Establishing and Managing Budgets* course. In this course, you have learned how to:

- Review Commitment Control concepts and processes
- Establish Operating budgets
- Generate the initial budget request to submit to HOBO
- Enter budget journals for budget amendments, adjustments and transfers
- Manage and override budget errors that occur during budget checking
- Review budget activity

We hope that you found this class informative, interactive, and fun. Check out other GEARS training courses, available on the GEARS website at http://courtnet/gears/index.html (http://courtnet/gears/index.html).

We are always looking for opportunities to improve our courses. If you have ideas on improving this course please share your feedback by sending us an email at gears@mdcourts.gov (mailto:gears@mdcourts.gov).